

## HUP LIAN ENGINEERING PTE LTD

Job Title: ACCOUNT ASSISTANT

Location: Woodlands area, Singapore.

No. of Vacancies: 1

### **Responsibilities & Duties:**

- Ensure timely and accurate billing to customers. Follow-up with customers on over-due amount and prepare weekly collections and monthly trade debtors aging reports.
- Check and verify suppliers' invoices before input into system. Prepare monthly accrual and trade creditors aging reports.
- Check and verify staff claims.
- Assist in monthly closing and prepare monthly balance sheet schedules.
- Assist in quarterly GST returns.
- Handle any other assignments assigned.

### **Requirements and Qualifications:**

- Basic accounting knowledge
- Meticulous, collaborative and able to complete tasks in a timely and accurate manner
- Able to work independently with minimum supervision
- Able to start work immediately

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to [Siowchian@chasen-logistics.com](mailto:Siowchian@chasen-logistics.com).

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)