Associate Accountant
Duke Kunshan University
Job Description

Position Overview:
Provide assists with handling cash and bank transactions, issuing fapiao, and provide support to Finance team.

Reports to:
Senior Accountant

Essential Duties:
- Be responsible for processing reimbursement payments and miscellaneous vendor payments.
- Assist in document filing and accounting bookkeeping in ERP system.
- Issue VAT fapiao and handle related work with Tax Bureau.
- Prepare required documents to bank for all the overseas payments or other sources and do online filing requested by SAFE.
- Be responsible for monthly data filing requested by Commercial Bureau and Tax Bureau.
- Provide support to AR team.
- Perform other ad hoc work assigned from time to time.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:
- Bachelor's degree in accounting or finance.
- 1-2 years accounting experience will be an advantage.
- Strong communication skills and excellent teamwork.
- Attention to details and can follow instructions carefully, willing to continuously learn.
- Strong PC skills include: Windows, MS Office, and experience with accounting software is a plus.
- Good English writing and speaking skills.