

Associate Accountant
Duke Kunshan University
Job Description

Position Overview:

Provide assists with handling cash and bank transactions, and provide support to Finance team.

Reports to:

Senior Accountant

Essential Duties:

- Be responsible for cash receiving and payments as well as monthly cash count and reconciliation.
- Be responsible for processing payments, including check, wire transfer, deposit, on-line bank, etc.
- Be responsible for the financial document filing and records.
- Assist in ERP system accounting bookkeeping.
- Assist in month end closing and preparation of monthly financial reports.
- Assist in tracking and maintaining records for employees' cash advances and corporate credit cards.
- Assist in the financial works of fixed assets.
- 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 with Accounting Qualification.
- 1-2 years accounting experience will be an advantage; fresh graduates are welcome to apply.
- 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.
- Experience with accounting software is a plus.
- Good English writing and speaking skills.