Associate Accounts Payable Accountant  
Duke Kunshan University  
Job Description

Position Overview:
To review employees’ expense reports, assure that payments are processed and recorded accurately and timely, ensure the VAT fapiao are verified timely and recorded accurately.

Reports to:
Accounts Payable Manager

Essential Duties:
- Conduct compliance review of expense reports submitted by employees and ensure the qualified supporting documents are received and well filed.
- Help other employees to understand and following university reimbursement policy.
- Ensure that payments are processed on time and posted accurately and completely.
- Ensure that the expenses are charged to the right fund codes and GL accounts.
- Track the payments with related parties.
- Track reimbursement related accrual and do clearing.
- Handle VAT fapiao verification and bookkeeping.
- Support period end closing work.
- Provide assistance for annual audit or interim review.
- Perform other ad-hoc assignments as needed.
- 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.
- 1-2 years accounting related work experience is preferred.
- ERP experience is preferred.
- Good team work, attention to details and willing to continuously learn.
- Good computer operating skills in MS Excel, Word.
○ Good English writing and speaking skills.