

(Associate) Accounts Payable Accountant (Rank Open)

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:

Financial Controller

Essential Duties:

- Review expense reports and payment requests according to university policy, communicate with employees for any problems.
- 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.
- Ensure all the related supporting documents of the payments are received and well filed.
- Track the payments with related parties.
- 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.
- Accounting 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.