

Associate Accountant-Conference Center
Duke Kunshan University
Job Description

Position Overview:

Be responsible for reviewing expense reports, verifying VAT fapiao, reconciling the payments received with recognized revenue and issued fapiao and providing support to the Finance team.

Reports to:

Controller

Essential Duties:

- Make sure the received VAT fapiao are verified in time and reconcile with the records in ERP;
- Track the payments received from conference center, reconcile with the issued fapiao;
- Track the records of issued VAT fapiao, review the fapiao requests, make sure the VAT fapiao are issued correctly;
- Provide support in reviewing the reimbursement requests and communicating the issues with the applicants;
- Be responsible for the bookkeeping of the conference center expenses;
- Be responsible for the financial document filing and record;
- Assist in month end closing and preparation of monthly financial reports;
- Assist in tax related issues;
- Provide support to other financial areas upon request;
- 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;
- 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.