

Associate Accountant
Duke Kunshan University
Job Description

Position Overview:

Be responsible for handling cash and bank transactions, fixed assets transactions and provide support to Finance and Operations team.

Reports to:

Controller

Essential Duties:

- Perform bank transactions, including check, wire transfer, deposit, on-line bank, etc.;
- Be responsible for all the financial works of fixed assets, be in charge of the annual fixed assets inventory;
- Be responsible for all the cash transactions;
- Be responsible for the financial document filing and record;
- Be responsible for the affairs related to corporate credit card;
- Be responsible for getting the fapiao for independent service providers including preparing the documents requested by tax bureau;
- Assist in the implementation of bank-ERP direct connection system;
- Assist in ERP system accounting bookkeeping;
- Assist in month end closing and preparation of monthly financial reports;
- Assist in tax related issues;
- 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.