



香港仔坊會
AKA

職位空缺編號：**AK2104041**

僱主名稱：耀中幼教學院

職位空缺名稱：Assistant Accounting Officer

行業：教育服務

工作時間：每週工作 5 天，星期一至五 09:00~18:00

薪酬：月薪\$18,000 起

工作地區：香港仔田灣

資歷：1.Higher Diploma or above in Accounting or related disciplines;
2.Minimum 3 years of relevant experience in Accounting and Finance;
3.Proficient with MS Office applications, strong in Excel is highly preferred;
4.Experience in Sage 300(Accpac) would be an advantage
5.Good command of written and spoken English and Chinese;
6.Self-motivated, mature, able to work independently under pressure, persistent , detail minded and strong organisational & interpersonal skills;
7.Applicants with less experience or qualifications may be considered as Accounting & Administration Assistant.

職責：1.To perform daily accounting operations such as voucher preparation, journal inputs, billings, receipts and payments, etc
2.To assist in month-end closing, monthly financial &management reporting, and annual audit;
3.To arrange cash deposit and handle petty cash management of the College;
4.To support the College' events and activities;
5.To perform other duties and assignments as requested by the supervisor/College

備註：有薪年假、強積金、醫療、銀行假
歡迎 50 歲或以上人士申請

職位空缺：1

