

**THÔNG BÁO TUYỂN DỤNG**

Văn Phòng Đại Diện Citigroup LTD Tại Việt Nam thông báo tuyển dụng 01 vị trí nhân viên kế toán theo như bảng mô tả công việc dưới đây:

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| **Job Description Title**: Accountant | **Job Code:** |
| **Department**: Accounting | **Location**: |
| **Division**: | **Grade**: General staff |
| **Reports to**: Country Manager / HR & Admin Manager | **Status**: Full-time |
| **Effective Date:** |  |

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| JOB SUMMARY |

Make sure each payment is paid accurately on time under policy and process.

Make monthly closing smoothly and correctly

Assistant to office operation’s yearly budgeting and cost saving projects

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| ESSENTIAL DUTIES & RESPONSIBILITIES |

-Review and summarize office expenses and staff reimbursements by verifying invoices/receipts

-Ensure monthly office operational funds in and out in balance

-Record, classify and summarize financial transactions in accordance with accounting principles

-Conduct monthly closing, prepare and distribute liaison forms, ensure cash balance and bank balance is accurate and correct

-File financial documents or Accounting records

-Make analysis reports and maintain specific monthly reports for office expenses

-Check and summarize office expenses and staff reimbursement, check validation of receipts

-Maintain petty cash & bank journal, prepare payment request, settle financial transaction

-Assist to renew company license or do company registration/deregistration

-Review and improve SOP’s related to Accounting functions

-Other work assigned by direct manager

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| SCOPE OF RESPONSIBILITY |

Primarily responsible for individual work - minimal direct supervision

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| MINIMUM QUALIFICATIONS |

1. Education

(Required) Diploma, Bachelor Degree or above

1. Skills and Abilities

-Skillful EXCEL ability

-Strong communication skill

-Good English skill

-Experience in accounting is preferred.

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| EQUIPMENT USED |

* Computer (PC or laptop), printer, multi-line phones, fax, copy machine, scanner, shredder
* Excel, Microsoft Office, etc

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| MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS |

1. Mental Effort

\* Multiple-tasks oriented

1. Physical Requirements

\* Mostly base in the office

\* Sometimes go outside office

1. Working Conditions

\* Office environment in Thu Dau Mot city, Binh Duong province \* Travel

* **Contact Information:**

If you have what we are looking for, please do not hesitate to send your updated resume via email: [Lduong@ashleyfurniture.com](mailto:Lduong@ashleyfurniture.com) or at the following address:

Company name: VPDD Citigroup Ltd. In Vietnam

Contact address: Wanek1 factory, Quarter 2, Phu Tan ward, Thu Dau Mot city, Binh Duong province.

Contact name: HR Dept.

Email: Lduong@ashleyfurniture.com

Phone: (0274) 3668015 Ext. 6001

Fax: (0274) 3668019

**Notes:**

* Receiving **CVs and application form in English** with picture attached on this.
* Just interview some CVs matching with the demand.