

# Job Role : Accounts Assistant

## Job Description

### Roles and Responsibilities

- Key-in the accounting transactions data into SQL Accounting System for Accounts Payable, Accounts Receivable, Journal Voucher and others after verified & reviewed by Immediate Supervisor.
- Prepare sales invoices, payment voucher, petty cash voucher, official receipts and journal vouchers.
- Prepare debtors' statements monthly and send them to the client timely.
- Prepare sales and collection reports, and others monthly basis.
- Follow up on outstanding debtors or collection & prepare weekly reports.
- Verify creditors' bill received against our Purchase Order issued under Operation Department & key-in the data into SQL Accounting System.
- Assist in stock taking activities on a monthly basis.
- Recheck all disbursements and reimbursement of cash and key-in the data into SQL / Auto Count Accounting System.
- To prepare Journal Vouchers/Debit Note/Credit Note as and when required.
- Prepare Bank and other reconciliations (if any).
- Assist in Sales & Service Tax (SST) filling on a monthly basis.
- To assist Immediate Supervisor in admin / accounting related matters and ad-hoc reports if any.

### Requirements

- Minimum Education: Diploma/ Degree
- Preferred fields: Accounting/Finance/Business Admin
- Office location: North point, Mid Valley, Kuala Lumpur
- Fresh graduates encourage to apply
- Possess own transport

## Additional Information

### Career Level

Junior Executive

### Spoken Language

English, Bahasa Malaysia & Mandarin

### Years of Experience

1 year

### Qualification

Higher Secondary/STPM/"A" Level/Pre-U,Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree

### Years of Experience

Min 0 year (Junior Executive)

### Job Type

Full-Time

### Job Specializations

Finance - General/Cost Accounting

## Company Overview

Superbuilders is a manufacturer and supplier of specialty dry mix building products for the building and construction industry.

SB BUILDING SOLUTIONS SDN.BHD. has introduced a comprehensive range of dry mix and adhesive products under the brand name of Superbuilders. Manufactured in Malaysia and specifically engineered to work well in humid and tropical environments, the range of innovative products offer both superior performance and cost effectiveness.

An innovative and cost saving range of dry mix building products. Patented bonding system 880, which creates a homogeneous bond between porous and non-porous surfaces. Uses include bonding cement based adhesives to porcelain and ceramic tiles.

## Additional Company Information

### Registration No.

1345035-A

### Company Size

1 - 50 Employees

### Industry

Construction / Building / Engineering

### Dress Code

Formal (e.g. Shirts + Ties)

### Working Hours

Saturdays/Shift required

### Benefits & Others

Miscellaneous allowance, Medical

### How to Apply ?

- Send your latest CV / Resume to [careers@superbuilders.com.my](mailto:careers@superbuilders.com.my) with indication of which role you are applying for and your earliest start date.
- Do include or attach any relevant supporting documents and references you have.

**DSCAFF BUILDING SOLUTIONS SDN BHD** Co Reg. (1345035-A)

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