

## Accounting Clerk

### Main Duties

The Accounting Clerk will be expected to:

- Responsible for daily accounting operations include handling invoices, preparing payment requisition, dispatching cheques and other clerical work in accordance with established work processes and controls.
- Manage expenses claim and prepare reimbursement and documentation.
- Assist in handling month-end closing and annual/interim audit.
- Perform data entry and keep good filing of the accounting documents.
- Act as a sales administrator and assist in updating inventory system include Purchase Order, Sales Invoices, Quotation, Packing List, Delivery Notes & others necessary documentation and follow up the invoice payments.
- Assist in stock-taking process.
- Perform ad hoc assignments as required.

### You should have/be:

- Diploma or above preferably major in Accountancy.
- At least 2-3 years' relevant working experience.
- Good communication skills in English, Cantonese and Mandarin.
- Familiar with MS Office and Chinese word processing.
- Highly motivated, detail minded and strong sense of responsibility.
- Immediate availability is highly preferred.

### TO APPLY FOR THIS POSITION

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org).

*The information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*