

JOB TITLE: INTERN – FINANCE & ACCOUNTS

EMPLOYMENT STATUS: INTERNSHIP ATTACHMENT

ALLOWANCE: RM400.00/MONTH

JOB SCOPE:

1. Assist in research, filing, data entry, recording and maintaining accurate and complete financial records.
2. Assist in research, filing, data entry, recording and maintaining accurate and complete accounting records.
3. Prepare financial reports, including balance sheets, income statements, invoices and other documents.
4. Assist in accounts receivable, payable, and bank statement reconciliation.
5. Reconcile balance sheet accounts.
6. Work proficiently with bookkeeping/accounting software, Quickbooks.
7. Assist in audits and month-end financial reports.
8. Post journal entries.
9. Work closely with the finance team on yearly forecasting plans.
10. Support basic office work.
11. Assist in managing the flow of paperwork.
12. Assist in/Perform any ad-hoc and job-related duties whenever assigned.