

Accounts Officer/Executive

UNISTEEL

Job Description

Cash Management

- Ensure proper matching of intercompany payment and receipts
- Preparation of credit/debit notes

Accounts Payable

- Prepare monthly supplier payments
- Prepare intercompany billing/ recharge of expenses to suppliers
- Process staff claims

Others

- Prepare audit schedules
- Assist in month end closing activities
- Any other ad hoc tasks as assigned"

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