

Job Description

Job title/Position: Part-Time Accounting Assistant (Short-Term Contract)

Division: Finance

Direct Supervisor: Financial Controller

Position Overview

The Accounting Assistant reports to the Financial Controller. The primary purpose of the role is to process the daily receivables of the school in a timely, efficient and accurate manner. The Accounting Assistant is expected to adhere to the HKA Financial Procedures Manual regarding financial transactions.

Qualifications and Experience

The Accounting Assistant should have:

- A diploma in a recognized accounting/bookkeeping program is desirable.
- Relevant experience in processing A/R and bank reconciliations preferred.
- Excellent English and Cantonese written and oral language skills.
- Proficiency in MS Excel and Word. Familiarity with standard accounting programs such as MYOB preferred.

Work Hours

7:45 am - 1pm, Monday to Friday. Starting February 2017 to June 2017 and subject to extension.

General Responsibilities

The Accounting Assistant will be responsibilities for:

1. Account Receivable

- Process accounts and incoming payments in compliance with financial policies and procedures
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Facilitate payment of invoices due by sending bill reminders and contacting clients

2. Bank Reconciliations

- Reconcile checking account daily.
- Reconcile other bank accounts monthly

3. Clerical support to Office Admin

- Print relevant update account journals/reports to Finance Manager as required.
- Photocopying, filing, records maintenance as necessary.
- Answer general enquiries from parents and suppliers.
- Other duties as assigned by Supervisor.

Contact: recruitment@hkacademy.edu.hk

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