

Job Description

Job title/Position: Accountant (Accounts Receivable)

Division: Finance

Direct Supervisor: Financial Controller

Position Overview

The Accountant reports to the Financial Controller. The primary purpose of the role is to process the daily receivables, GL transactions and reporting requirements of the school in a timely, efficient and accurate manner. The Accountant is expected to adhere to the HKA Financial Procedure Manual regarding financial transactions. The individual will also maintain certain tracking spreadsheets in Excel to assist with audit and/or analytic purposes. The Accountant is expected to assist fellow staff members and parents in a professional manner.

Qualifications and Experience

The Accountant should have:

- A diploma in a recognised accounting/bookkeeping program
- An accounting designation: ACCA or equivalent is desirable
- A minimum of one (1) year relevant experience in processing A/R, A/P, voucher preparation and bank reconciliations
- Proficiency in MS Excel and Word. Some programming and database understanding is an advantage
- Excellent English and Cantonese written and oral language skills
- Familiarity with various standard accounting programs such as MYOB preferred

Working Hours

7:45 am - 4:00 pm Monday to Friday

General Responsibilities

The Accountant will be responsible for:

- All School Revenues, Receivables, General Ledger and Financial Reporting
- Responsible for accounts receivable & collection and bank reconciliation
- Handle daily accounting & administrative duties
- Assist in preparing month-end closing and other accounting reports
- Assist in other ad hoc projects
- Other tasks as assigned by Supervisor

Contact: recruitment@hkacademy.edu.hk

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