



POSITION DESCRIPTION

POSITION TITLE: Accounts Payable Accountant

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

The Opportunity

Based in our Ho Chi Minh office, this is an excellent opportunity for an individual who is looking to advance their Accounts Payable career not just only Accountant Payable role, you will also have opportunity to hands on with tasks that helps to reach your career goal . On offer is the ability to work within an international large-scale and bustling AP team with a leading name in the Australian market with flexible working conditions on offer too.

As the Accounts Payable Accountant you are to provide financial, administrative support to ensure efficient, timely and accurate transactions of customer accounts. You will assist in various administration tasks. Great benefits such as fantastic mentoring, a supportive team, great working hours on offer.

Responsibilities

- Reconcile vendor statement with current creditor balance in accounting system, contacting with related parties to resolve any discrepancy.
- Propose payment list based on payment term/credit limit notification from vendors.
- Calculate and process discount on payment following agreement with vendors
- Prepare payment in system and upload to the bank.
- Calculate gain/loss of exchange rate for oversea payment and member rebate to allocate to related customers.
- Process prepayment and follow up with vendors/category team to clear off outstanding.
- Liaison with internal/external parties to resolve relevant inquiries.
- Support team during month-end process and on quarterly/yearly audit period.



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Essential Requirements

- Bachelor degree major in Finance/Accounting.
- Proficient in Excel, Microsoft tool. Advanced analysis skills are highly preferred.
- Experience with bank reconciliation task before
- 2-3 years' experience gained in a professional accounting services/foreign environment will be an advantage.
- Ability to understand and work with accounting system. Familiar with Oracle NetSuite is an advantage.

ASW OFFERS

- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities, and other exciting activities.
- Ongoing career opportunities.