公司名称：商船三井（中国）有限公司

公司地址：共和路209号嘉里不夜城企业中心第二座701&702室及8层

投简历邮箱：Vivian.Shen@mol-liner.com

Accounting Assistant(INTERN  ——2017.10.13)

Job Description

1.Responsible for daily transaction entry and uploading, payments and collections, make sure data integrity and accuracy.

2.Responsible for intercompany reconciliation. Co-ordinate with related departments and branches to identify reason and solve difference

3.Prepare supporting documents for bank compliance review

4.Other issues when superior appointed.

Job Requirements:

1.College graduate or above.

2.Basic Knowledge of financial laws and regulations.

3.Good English ability in both writing and oral.

4.Ability of Analysis and problem solving.

5.Have a high sense of responsibility, can work diligently under high pressure, willing to work overtime during peak season.