



## Accounts Executive - Kreuz International Pte Ltd

**Department:** Accounts  
**Location:** Singapore



### Responsibilities:

- ❖ Support the Accounting department in managing and preparing of full sets of accounts (GL, AR, AP, etc)
- ❖ Perform monthly closing of accounts, inter-company billings/balances and bank reconciliations
- ❖ Maintain proper accounting records and documentations for audit and ensure compliance and alignment of accounting policies and procedures with the government regulations
- ❖ Prepare and validate cash receipts and payments, issuing of cheques
- ❖ Handles petty cash, verify and process staff expenses and claims
- ❖ Work with external and internal parties and supplies in resolving all finance and accounts-related issues
- ❖ Handles quarterly GST report
- ❖ Assist to undertake ah-hoc assignments as and when required

### Requirements:

- ❖ Diploma in Accounting/Business Administration/CAT/LCCI (Higher Accounting) or related qualifications
- ❖ 2 to 4 years relevant experience, preferably in Marine industry
- ❖ Meticulous, pro-active with positive attitude and willing to learn
- ❖ Customer-focus with good interpersonal and communication skills
- ❖ Able to work independently and as a team
- ❖ Candidates with full set & SAP (B1) experience are preferred

❖ Working location: Singapore IBP