

Accounts Clerk (GL Cashier)

Responsibilities :

- Verify the cash receipts of the stores daily and promptly collect any underpayments. Communicate and enforce financial requirements with the stores.
- Accurately compile accounts receivable and credit card reconciliation statements for each store.
- Carefully read and record mall promotional event notices. Verify sales orders according to company requirements with meticulous attention to detail. Promptly and accurately recover any underpayment of sales revenue or gift vouchers that is identified.
- Possess excellent communication skills to engage effectively with store personnel. Diligently address inquiries and concerns expressed by store staff. Demonstrate adaptability and respond promptly and efficiently to resolve issues.
- Compile settlement invoices for the mall and tenants monthly, ensuring accuracy in sales figures and all charges.
- Proactively communicate with stores to understand sales distribution points. Possess comprehensive knowledge of counting and auditing requirements to ensure accurate system sales data.
- Handle ad-hoc assignments/ projects as required.

Requirements :

- Minimum of a bachelor's degree or an equivalent qualification.
- Exposure in retail industry is highly preferred.
- Attention to details and accuracy.
- Work independently under minimal guidance, self-motivated, capable to handle tight timeline.
- Ability to handle multi-tasks and respond effectively to ad-hoc requests.
- Able to understand English emails and respond to them in simple English.
- Well versed in MS Office and experience in using BI is an advantage.