

## Accounts Executive

**Employment Type: Permanent (Full-time)**

**Location: 10 Jalan Samulun, Singapore 629124**

### **Responsibilities:**

- Performing monthly bank reconciliation
- Provides support for monthly, quarterly and yearly reporting
- Prepare invoices/payments/purchase order/delivery order
- Submission of GST quarterly returns
- Performing data entry to accounting system
- Other ad-hoc admin/account duties

### **Requirements:**

- Minimum 1-year experience in AP, AR, GST filing and handling full set of accounts
- Minimum Diploma in Accounting/LCCI or equivalent
- Proficient in MS Office and accounting software
- Good interpersonal and communication skills

Interested applicants to email your resumes to **hr@bakertech.com.sg** stating expected salary and earliest possible start date.

*We regret to inform that only suitable applicants will be contacted for an interview.*