

## JOB DESCRIPTION

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<b>COMPANY</b>	:	<b>PST TRAVEL SERVICES SDN BHD</b>
<b>NAME</b>	:	
<b>POSITION</b>	:	<b>JUNIOR ACCOUNTANT</b>
<b>DEPARTMENT</b>	:	<b>ACCOUNTS DEPARTMENT</b>
<b>REPORTS TO</b>	:	

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### OVERVIEW:

A junior accountant manages daily accounting tasks as part of a team of professionals working to maintain order and transparency for the company's finances. This individual will be trained to become well-versed in accounting principles and to be able to work comfortably and meticulously with numbers. A junior accountant role is optimal in equipping individuals with the required skillset, judgment and, proficiency to become an effective corporate accountant.

### RESPONSIBILITIES:

As a junior accountant with PST Travel Services, you will play an integral role under the accounts department to help the company be fully aware of its financial condition. This role will accelerate your learning curve and prompt your analytical acumen. We are currently looking for graduates with a great attitude and relationship skills to join our team.

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Updates accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and financial guidelines
- Assist with reviewing of expenses, payroll records, etc. as assigned
- Update financial data in databases to ensure information will be accurate and immediately available when required
- Prepare and submit regular reports
- Assist senior accountants in the preparation of monthly/yearly closings
- To undertake any ad-hoc assignments as and when required

*Notes: This Job Description is intended to serve as a guide for your performance of the role outlined above. As these are guidelines, they are subject to change upon management's discretion.*