



Myint & Associates Co., Ltd.

Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon.
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Internal Vacancy Announcement

Junior Accountant

Job Title : Junior Accountant
Department : Finance
No. of Position : (01) Position

Job Description

- Handle Daily Cash Issue & Receipt
- Keep & Control Daily Cash Register, Advance Register Book & Excel, Pre-audited Register, Transfer Note & Conversion of USD & Bank Documents
- Prepare weekly Refund / Reminder / Pre-audited list and send email & follow up with concerned HoDs.
- Prepare and Control Receipt, Payment & Journal Vouchers
- Bank Process & Bank Running, Disbursement Salary & incentives
- Monthly Daily Cash & Bank Register in Excel for Monthly Report
- Filing & Documentation for Accounting & Auditing
- Others Ad hoc duty assigned

Minimum Required Qualification & Experience

- Any Graduated
- Age between (20 ~ 30)
- Basic skill in Microsoft Office (Word, Excel)
- Email and Internet usable
- Basic knowledge in Accounting and Finance
- Good communication and reporting skills
- Ability to work under pressure and meet tight deadlines
- Attention to details and ability to work independently and work as a team

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job descriptions as well as to provide support to other departments when necessary.