

# SENIOR ACCOUNT EXECUTIVE

## Job Description:

### 1. Objectives of this Role

#### A) Account Receivable

- Billing/Collection –Handling issuing Invoice & collection.
- Monitoring the Debtor Aging, reducing the aging bucket.

#### B) Account Payable

- Post transactions, process invoices, verify financial data for use in maintaining accounts payable records.
- Pertaining the necessary supporting document before proceeding to payment process.

#### C) Reporting

- Prepare and assist end month closing and quarterly reporting.
- Prepare monthly & Quarterly Balance Sheet.
- Preparing month end Cash flow Statement.
- Assist on the Month, Quarterly, & Annually P&L.
- Others Reporting and assistance requested by Supervisor and Management.

### 2. Skills and Qualifications

- a. At least a Diploma or Bachelors' Degree in Accounting.
- b. At least 2 year direct experience in related field.
- c. In-depth knowledge of accounting, finance principles and procedures.
- d. Required Skill(s): MS Word, MS Excel.
- e. Preferable proficient in SQL Accounting System.

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