



AP Accountant

Location: Bac Ninh Factory – Sika Vietnam

(Please refer to the last page for more information of shuttle buses)

Department: F&A

Report to: Accounting Supervisor & Chief Accountant

KEY RESPONSIBILITY

Assist Accounting Supervisor in the preparation & maintenance of accounts payable, payments & other general accounting duties.

SPECIFIC DUTIES

1. Control & update Vendors Master Data fully and correctly.
2. Ensure vouchers, invoices and supporting documents relating to Accounts payables are completely filed & approved by appropriate level of management & internal process.
3. Ensure all expenses are controlled and booked fully, timely and correctly into Axapta system complying with VAS, local tax purposes & Group Reporting requirements.
4. Ensure all Accounts Payables on due are submitted for payment plan timely and correctly. Support documents for payments.
5. Reconcile general ledger accounts and Vendor accounts regularly/ monthly basis.
6. Maintain expenses reporting system as specific requirements of company, Group.
7. Share a part of ending batch sheet and post P/O with Inventory accounting team.
8. Prepare list of accrual expenses to book monthly. Finalize actual expenses timely and correctly.
9. Control deductible VAT.
10. Do documents filing & general office duties.
11. Comply with company's quality system as defined in the quality assurance procedures & job instruction sheets.
12. Special tasks required by Accounting Supervisor & Chief Accountant

MINIMUM REQUIREMENTS

- University/ College graduate in Accounting or equivalent.
- Min 2-3 years' experience in similar role
- Good at Excel & MS. Office
- Willing to work hard for closing books at month end with strict deadlines
- Team work and pay attention to details
- Basic English

ADDITIONAL INFORMATION

- Working time: Monday – Saturday
- Benefits:
 - Competitive salary (depending on candidate experience and competencies)
 - Social, Medical, Unemployment Insurance on full gross basic salary
 - Training opportunities and personal development in a professional multinational working environment
 - 24/07 Bao Viet health and accidental insurance for in-out patient treatment
 - Annual healthcare check-up
 - Lunch at Head Office/Factory
 - Holidays: Annual leave:14 days/calendar year + public holidays and Christmas Day Company outing
 - Company outing

INFORMATION OF SHUTTLE BUSES | THÔNG TIN CÁC TRẠM XE ĐƯA ĐÓN ĐẾN TRỤ SỞ CHÍNH & NHÀ MÁY

Vị Trí	Địa Chỉ	Các điểm đón xe đến Trụ sở chính/Nhà máy
Head Office Trụ sở Chính Nhà Máy Nhơn Trạch	KCN Nhơn Trạch 1, Đồng Nai, Việt Nam	 Từ Tp.HCM Xe 1: @6.40am Hồ Xuân Hương, Quận 3 @7.00am Cầu Bộ hành Văn Thánh Xe 2: @6.55am Nguyễn Đình Chiểu, Quận 1 @7.10am BigC Cantavil Song Hành, Quận 2 Xe 3: @6.35am 18 Cộng Hòa, Quận Tân Bình Xe 4: @7.00am Trạm Bình Thái @7.15am Vòng xoay Nguyễn Duy Trinh  Từ Đồng Nai Xe 5: @7.00am Trạm Bồn nước & Long Bình Tân, Tp Biên Hòa
HCMC Branch Chi Nhánh Hồ Chí Minh	60 Nguyễn Đình Chiểu, Phường Đa Kao, Quận 1, Tp.HCM	
Ha Noi Branch Chi Nhánh Hà Nội	Tòa nhà Peakview Tower, 36 Hoàng Cầu, Ô Chợ Dừa, Quận Đống Đa, Hà Nội	
Bac Ninh Factory Nhà Máy Bắc Ninh	Số 03 Đường số 9, VSIP Bắc Ninh, Từ Sơn, Bắc Ninh	 @6.30am Phạm Tuấn Tài, Cầu Giấy, Hà Nội @7.00am Peakview, 36 Hoàng Cầu, Đống Đa, Hà Nội @7.20am Mường Thanh, Linh Đàm, Hoàng Mai, Hà Nội @7.35am Chân cầu Thanh Trì @7.45am Chân cầu Phù Đổng
Da Nang Branch Chi Nhánh Đà Nẵng	Lô A2.1, Đường 30/4, Quận Hải Châu, Đà Nẵng	