



Position: Intern - Accounts

Location: Wisma Genting, KL

Job Responsibilities

- Prepare accounting journals, billings, posting, monthly reconciliation of bank/debtor/creditor balances and financial statement for analytical review.
- Prepare payment vouchers, cheques and payment requisitions to ensure invoices are properly approved in accordance with authority matrix and payments correctly.
- Assist to verify and check on staff claims to ensure they are properly supported with documents and approved in accordance with authority matrix.
- Assist in extracting General ledger and accounting data for compliance or required by superior for data analysis.
- Prepare journal al entries and supporting documents, maintain all transactions and records into SAP Accounting System to maintain complete accounting record.
- Liaise with operations department, external auditors, holding company, banks and other external parties where necessary to obtain necessary information and confirmation for compliance purposes.

Job Requirements

- Currently pursuing a Bachelor's Degree in Finance/Accounting / Banking/ Finance Engineering or equivalent
- Knowledge of SAP Accounting system is an added advantage
- Fluency in English and Bahasa Malaysia
- Good attitude and good time management
- Able to work independently and in a team

Interns with good performance during internship may be offered a permanent role to join us upon graduating. Email us your resume and academic transcripts for application at career@genting.com