

Internal Controller Assistant:

工作职责:

- Coordinate with Department to track project revenue and costs on regular basis.

定期分析项目的收入和费用，并及时与各业务部门进行沟通。以确保项目在预算范围内执行。

- Track the AR and collection status of projects, and prepare the AR aging report on regular basis.

跟踪收款情况，制作账龄分析等相关报告。

- Work with Finance team to track the cash position, and assist to prepare the cash flow forecast on regular basis.

与财务部门配合，汇总和整理资金状况，协助制作公司资金状况预测表，以合理安排资金。

- Highly involvement in maintaining project management system and improve the processes and efficiency.

积极参与维护项目管理系统并优化以提高使用效率。

- Other ad hoc reporting task required by the manager.

其他领导安排的临时性报告工作。

Requirements of the role:

岗位要求:

- A university degree in accounting, business administration, management, or a related field, such as Management Information Systems with 1-2 years of relevant experience.

会计、企业管理或相关领域（例如信息管理）本科以上学历，有一到两年相关工作经验

- Extreme attention to detail, excellent communication skills, result orientated and can work under pressure.

注重细节，善于协调沟通，以结果为导向，能承受一定的压力。

- Computer literate with good excel skills. An understanding of accounting software is a plus.

熟练使用办公软件 excel。了解财务、管理软件（如 SAP 软件）者优先。

- Good command of written and spoken English with Mandarin as native language.

母语为中文，英语说写流利