

## **BOEING COMPOSITES MALAYSIA**

# **Accounts Assistant / Executive**

### **Responsibilities:**

- Responsible for Account Payable (post business transaction, process invoices, prepare payments and maintain account payable records)
- Review account payable aging report
- Prepare monthly cafeteria financial report
- Responsible for vendor statement reconciliation
- Assist with Audit schedules and financial reports
- Assist with the monthly closing process
- Update and maintain the filing system and records

### **Requirements:**

- Diploma/ Degree in accounting or equivalent
- Skills in Microsoft Office and ERP accounting (AP/Payments Module)
- Keen attention to detail and deadline-driven
- Good team player and able to work independently

### **Kindly contact or send your resume to the below address:**

Human Resources Department  
Boeing Composites Malaysia (411595-X)  
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam  
06050 Bukit Kayu Hitam, Kedah Darul Aman.  
Tel: 04-922 2777 / 04-9217732  
Email: [jobs@boeingcomposites.my](mailto:jobs@boeingcomposites.my)