



## Job Description

## Job Description:

- Make Sales & Profit Reports (monthly, quarterly, quarterly estimates and next year's targets) for Head Quarter office
  and deliver the explanation to Direct Superior and/or Management
- Create finance report
- Give input and advice to Direct Superior and/or Management regarding problems that occur and new developments or changes to tax policies or regulations
- · Checking reports produced by staff in departement
- Become a department assistant leader and conduct job review of work to each staff based on education, experience
   and competency

## **Requirement:**

- Min. Bachelor's degree in accounting, finance or related fields
  Having experience working in accounting firm or construction industry would be a plus
  Understand to create financial statement, budgeting, and sales report
- Able to speak English

**Company Description**