

Accounts Executive (Job Ref Key: MAR2022AE)

The National Forwarder Pte Ltd

National...

- Is a local freight-forwarding SME that is a specialist in moving ship spares
- Is happy to share the experience and knowledge accumulated over thirty years in the industry
- Comprises just fifty team members – everyone talks to everyone, everyone learns from everyone
- Is located in Changi Airfreight Centre, a stone's throw away from Changi Village Hawker Centre and the beach

What do we need help with?

- The Accounts team in National is a relatively small yet significant department in the company. The team manages the smooth and timely flow of finances through the company allowing our fellow colleagues in the operations department to focus on getting the cargoes moving. In hopes to further strengthen this backbone of our company, we seek an earnest and apt member to join the team!

The role will entail but is not limited to...

- Verifying and clarifying questionable vendor prices and invoice items against purchase orders
- Keeping track of outstanding payments and fulfilling payment obligations to vendors in a timely manner
- Preparing and sending customer invoices
- Resolving billing discrepancies raised by customers
- Generating Statements of Accounts (SOA) and month-end ageing/bad-debt reports
- Following up with customers on outstanding payments
- Inputting daily bookkeeping and posting business transactions against reconciliation of bank statements
- Maintaining clear accounting records of invoices, vouchers and other documents according to SOP
- Providing necessary clerical support for internal and external auditing and tax purposes

We are looking for a professional who...

- Has an interest in the freight-forwarding industry
- Possesses a diploma/degree in a related field
- Has basic computer literacy skills
- Is familiar with MS Outlook and Excel
- Is meticulous and organised
- Works effectively in a team
- Values integrity and honesty
- Enjoys working with numbers

While not required, it will be a bonus if you have experience...

- Using DocuWorks
- Using accounting softwares (e.g. SAP, MS Dynamics 365)
- Working experience in a similar role

Keen? Questions? We'd love to hear from you!