

JOB ANALYSIS TEMPLATE

Title of Job:		Staff Accountant	Name:	Cheryene Mo	
Reporting to:		Tirza Salonder			
Description		Responsible for the overall Finance functions in APAC			
Roles and Responsibilities (activities, tasks, projects)		Deliverables	Value to Organization (0-5)	Priority Ranking (1 – 5)	
1	Managing reports for month / quarterly / year- end closing activities	Bank reconciliations & GL journals entries to accounting system promptly and accurately.	5	5	
2	Processing of monthly payroll	Checking payroll reports from vendor against CRM information, arranging for funds to vendor, posting payroll journal to accounting system	5	5	
3	Processing of suppliers' invoices	Entering invoices details in accounting system and making payments via fund transfers.	4	3	
4	Establish and maintain claims procedures for the Company.	Verifying and processing of staff expense claims fortnightly, including payments via fund transfers	4	3	
5	Responsible for AR Functions	Monitoring AR Ageing and debt collections from customers	5	4	
6	Quarterly submission of GST & Corporate Tax declarations with local authorities (IRAS).	Quarterly submission of GST for Singapore and Malaysia companies. Assisting in the yearly submission for Corporate Tax declarations with local authorities (IRAS).	4	4	
7	Quarterly Cash forecast and Budget	Forecasting cash outflow estimates and maintaining appropriate cash flows in bank	3	3	

		accounts for operational transactions		
8	Provide insightful information and expectations to senior executives in decision making	Provide insightful information and expectations to senior executives in decision making as and when required	3	2
9	Yearly tax preparation, auditing, banking and other financial needs as necessary.	Liaising with local vendors for yearly tax preparation, auditing, banking and other financial needs as necessary. Supporting the Tax/Audit Manager based in Dallas on the yearly audits in Singapore, Malaysia & Indonesia.	4	4
10.	Monthly billings to customers	Raising bills to customers in APAC. Monitoring and following up on APAC customer outstanding bills / receivables	4	4
11	Updating and maintaining legal mandatories	Liaising with Corporate Secretary (Singapore & Malaysia) for updating of Company's Board Resolutions, signing of legal documents and ensuring compliance with local regulatory standards	3	5

Experience			
Education			
	Degree Required	Subjects	Minimum Marks/Grade
Basic Education	No		
College Degree	No		
Graduate Degree	No		
PhD	No		
Occupational Certificates	ACCA		