

JOB DESCRIPTION

Position Title: Staff Accountant
Department: Finance

Summary/Objective

Whilst reporting directly into the Assistant Controller of Finance, based in US, Dallas, the Staff Accountant will be the support and single point of contact for the Employees, Customers and third party vendors within Allegro's APAC region with regards to finance functions including but not limited to claims processing, payments processing, invoicing, corporate tax declarations and annual audits. The Staff Accountant will additionally support the flawless execution of Finance processes and tools in the APAC region.

Essential Functions

- Managing month / quarter / year- end closing activities such as bank reconciliations
- Entering GL journal entries to accounting system promptly and accurately
- Processing of monthly payroll, including the checking of payroll reports from vendor against CRM information, arranging for funds to vendor and posting payroll journal to accounting system
- Liaising with Corporate Secretary (Singapore & Malaysia) for updating of Company's Board Resolutions, signing of legal documents and ensuring compliance with local regulatory standards
- 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
- Monitoring AR ageing and debt collections from customers
- Raising bills to customers in APAC - Providing monthly invoicing to clients with support from cross department (Project Manager)
- Quarterly submission of GST for Singapore and Malaysia companies. Assisting in the yearly submission for Corporate Tax declarations with local authorities (IRAS).
- Processing of suppliers' invoices; Entering invoices details in accounting system and making payments via fund transfers
- Establishing and maintaining claims procedures for the Company
- Verifying and processing of staff expense claims fortnightly, including payments via fund transfers
- Forecasting cash outflow estimates and maintaining appropriate cash flows in bank accounts for operational transactions
- Provide insightful information and expectations to senior executives in decision making as and when required

Competencies

- Accounting knowledge
- Knowledge in local payroll and statutory requirements
- Knowledge in local taxes and statutory reporting
- Meticulous and Systematic with a strong sense of responsibility
- Strong excel skills

Supervisory Responsibility

None

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

Position Type/Expected Hours of Work

This position operates during regular business hours during the week. Occasional after hours work for special projects may be required.

Travel

Occasional travel to regional offices / HQ is expected for this position

Required Education and Experience

- Min. Diploma in Finance, Accounting, or related field
- 3+ years of post-collegiate work experience in Finance
- Strong knowledge in local payroll and statutory contributions
- Prior experience with yearly audits and familiar with local taxes and statutory reporting such as GST and Corporate Taxes
- Excellent organization skills, meticulous with a strong sense of responsibility in meeting deadlines
- Strong interpersonal skills and ability to build relationships with internal Allegro teams as well as external clients and third party vendors
- Strong Excel skills a must

Preferred Education and Experience

- Knowledge in IT industry
- Strong interpersonal skills and ability to build relationships with internal Allegro teams including executive management and hiring managers.
- Well-rounded written and verbal communication skills
- Possess critical reasoning skills and ability to think out of the box

Additional Eligibility Qualifications

- Experience with NetSuite / CRM a plus

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.