



Job Description

Accounting Department

Accounting Associate

Job Objective:

- Support Managers and (or) Partners in daily operations, ensuring top-quality service for clients.

Job Responsibilities:

- Cultivates strong relationships with clients and internal/external stakeholders.
- Handles complex daily tasks, including full-cycle bookkeeping such as costing, cash flows, related-party transaction reports, annual financial statements, annual CIT returns, management reports, and financial analyses
- Maps local Chart of Accounts to align with the client's Chart of Accounts.
- Convert financial statements from VAS to IFRS or US GAAP.
- Performs reconciliations between VAS and IFRS or US GAAP
- Supervises Accountants and Junior Accountants, reviewing draft deliverables such as monthly and annual financial statements, reconciliations, VAT, CIT, BLT, and FCT computations and returns, payments, statistical reports, management reports, and financial analyses.
- Communicate with management and third-party stakeholders to resolve queries
- Assists the Manager/Assistant Manager in implementing internal control procedures and training junior staff.
- Collaborates with auditors and tax officers.
- Completes additional tasks as assigned.


Requirements:


- Degree Holder in Accountancy or business-related disciplines..
- Minimum 3 – 5 years' experience in CPA firms or multinational companies.

- Sound knowledge of international accounting and banking practices.
- **Strong proficiency in written and spoken English (must)**
- Chinese is an advantage
- Pursuing or qualified in Local professional examinations.
- Experienced in IFRS and US GAAP
- SAP/ ERP experience is preferred
- Immediate availability is an advantage.

Development Opportunities:

- Competitive compensation based on skills and experience.
- Work in a **professional** environment.
- Compulsory insurances will be provided in accordance with the law after successful completion of a 2-month probation period.
- Performance-based salary reviews will be conducted every 6 months and annually.
- Holiday, Tet, and year-end bonuses will be granted based on the company's policies at each period.
- Annual company trip and team-building activities.
- Provided with professional and soft skills training to support career development.
- Numerous promotion opportunities based on performance.
- Professional and supportive working environment.

 **Working Hours:** 8:30 am - 5:30 pm, Monday - Friday

 **Work Location:** 37 Ky Con, Nguyen Thai Binh Ward, District 1, Ho Chi Minh City.

 **Apply:** Send your CV to ***communication@altas.vn*** with the subject **[Accounting Associate]** -

Full Name.

