



**DESIGNATION** : **ACCOUNT EXECUTIVE**

**DEPARTMENT** : **FINANCE & ACCOUNT**

**VACANCY** : **ONE (1)**

**COMPANY** : **BINA DARULAMAN BERHAD**

**LOCATION** : **ALOR SETAR, KEDAH DARUL AMAN**

**PURPOSE OF POSITION:**

Responsible assisting Finance Manager in handling for Property and Leisure Division accounts and to ensure proper maintenance of accurate and complete accounting records.

**RESPONSIBILITIES:**

1. Account Receivable – Update the incoming payments received, ensure the billing raise timely (Debit / Credit Notes, OOP and etc). Post all bank charges and Hibah.
2. General Ledger – Process and post journals and ensure prompt processing at all times. Perform month end closing tasks relating to General Ledger & Reporting.
3. Fixed Assets – Update and maintain the Fixed Asset Register including disposal and depreciation computation.
4. Month End Closing – Responsible for month-end closing for quarterly financial reports and liaise with external and internal auditors. Maintain summary and detailed schedules on transaction records, e.g. monthly accrual, provision and prepayment. Laise with Business Controller for monthly revenue and cost allocation, maintain and reconcile the stock movement to ensure a proper stock.
5. Laise with internal / external auditors and other authorities to ensure compliance with audit, tax and statutory requirements.
6. Undertake other related duties assigned by Superior from time to time.

**HOW TO APPLY:**

Interested candidates are encouraged to submit their resume, cover letter, and portfolio (if available) to [hr\\_recruit@bdb.com.my](mailto:hr_recruit@bdb.com.my). Please indicate " **Account Executive**" in the subject line of your email.