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## Job Opening: Accountant / Book Keeper

Start Date: Immediately

### Company Description

Movaci Technology specializes in providing secure communication solutions suitable for individuals, businesses and organization. We provide turn-key security solutions and system integration services with a focus on communication security and infrastructure availability.

### Responsibilities:

- Manage and account for available petty cash account.
- Record expenses and other accounting entries in accounting software as instructed.
- Run banking and other accounting errands.
- Prepare and process cash, check, and transfer payments as approved by management.
- Prepare and file supporting accounting documentation; purchase orders, vouchers, etc.
- Prepare and process VAT tax calculations, forms, and payments.
- Follow up with vendors for payment options and requirements, and documents and receipts as needed.
- Accept customer online credit card, and bank wire payments and issue receipts as needed.
- Responsible for assisting the Business/Operations Manager with accounting and office tasks as deemed necessary.

## Requirements

- Experience with Microsoft Office software.
- Experience with Quick Books software.
- Ability to handle miscellaneous tasks and projects.
- Detailed in email communication and reporting.
- Excellent phone communication skills.
- Ability to work under pressure.
- Self-motivated and responsible
- Must have a sufficient knowledge of accounting principles, standards, and procedures.
- Must have the ability to maintain current account balances
- Must have the ability to document and record required accounting entries.

## Work Conditions

8:30 am – 5:30 pm, Monday – Friday, 40 hour work week.

## Application Process

Please email [hr@movaci.com](mailto:hr@movaci.com), phone +66 (053) 920 555 or fax +66 (053) 204 356.

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