Accountant

Location: **Shenzhen**
Starting date: **ASAP**

ABOUT THE COMPANY
Our client is a French accounting service company providing one-stop solution for companies developing business in Asia.
我们的客户是一家法国会计服务公司，为在亚洲发展业务的公司提供一站式解决方案。

RESPONSIBILITIES

- 填制记账凭证，出具报表。
  Prepare accounting vouchers and generate financial statements.
- 整理和保管账簿。
  Organize and maintain accounting ledgers.
- 开具 Invoice 和增值税发票，跟进回款。
  Issue invoices and VAT invoices, track payment collections.
- 按时申报纳税，熟悉增值税，企业所得税，个人所得税的相关法律法规。了解出口退税等相关事务
  File tax returns on time, demonstrate proficiency in VAT, corporate income tax, and personal income tax regulations. Understand matters related to export tax rebates and other relevant procedures
- 与银行和税务局进行沟通，办理相关业务。
  Liaise with banks and tax authorities to handle related transactions.
- 处理员工入职离职手续。
  Process onboarding or offboarding.
- 制作工资报表。
  Prepare payroll reports
- 协助主管完成其他事务性工作。
  Assist supervisors with other administrative tasks.

REQUIREMENTS

- 初级会计职称【必须】及以上职称.
  Junior Accounting Professional Qualification [Required] or higher.
- 能够使用英语进行书面和口语交流【必须】。
  Proficiency in written and spoken English [Required].
- 大学本科学历。
  Bachelor's degree.
- 一年以上工作经验。

At least one year of work experience.

- 熟悉 office 办公软件。
  Proficiency in Microsoft Office software.
- 能妥善处理和解决所负责的任务。
  Ability to handle and resolve assigned tasks effectively.
- 拥有会计人员的职业素养。
  Professional ethics as an accounting practitioner.
- 积极上进勤奋好学，热心礼貌。
  Proactive, diligent, eager to learn, enthusiastic, and courteous

APPLICATION

Please send your English CV and cover letter to: sh-recruitment@ccifc.org.