

Accountant

Company:

Established in France, our member nurseries are the regular and on-demand reception facility for 0-6 years old, the nursery proposes an educational project fully focused on children's well-being, rearing and education.

Job Location: Guangzhou, Zhujiang New Town

Responsibilities:

- Handle the company's financial work;
- Review the accounts receivable and daily payments according to the contract and issue invoices to the customers;
- Review various expenses and arrange settlement and accounting;
- Responsible for the audit of employee reimbursement expenses, the preparation of vouchers and the posting;
- Salary payment;
- Handle tax related matters;
- Update accounting information every day.

Requirements:

- Major in accounting or finance related;
- 3 years related working experience;
- Fluent in English, French is a plus.

Please send your resume to: sc-hr@ccifc.org