

Accountant
Duke Kunshan University
Job Description

Position Overview:

To review employees' expense reports, assure that payments are processed and recorded accurately and timely, ensure the VAT fapiao are verified timely and recorded accurately.

Reports to:

Financial Controller

Essential Duties:

- Review expense reports and payment requests according to university policy, communicate with employees for any problems;
- Ensure that payments are processed on time and posted accurately and completely;
- Ensure that the expenses are charged to the right fund codes and GL accounts;
- Ensure all the related supporting documents of the payments are received and well filed;
- Tracking the payments with related parties;
- Handle VAT fapiao verification and bookkeeping;
- Support period end closing work;
- Provide assistance for annual audit or interim review;
- Perform other ad-hoc assignments as needed.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Bachelor's degree in accounting
- 2 years or above accounting work experience
- ERP experience is preferred
- Good team work, attention to details and willing to continuously learn;
- Good computer operating skills in MS Excel, Word;
- Good English writing and speaking skills.