

**Associate Accountant**  
**Duke Kunshan University**  
**Job Description**

**Position Overview:**

Provide assists with handling cash and bank transactions, issuing fapiao, and provide support to Finance team.

**Reports to:**

Senior Accountant

**Essential Duties:**

- Be responsible for processing payments, all the cash transactions and monthly cash count.
- Be responsible for the financial document filing and record.
- Be responsible for the affairs related to corporate credit card.
- Be responsible for issuing fapiao.
- Assist in bank transactions, including check, wire transfer, deposit, on-line bank, etc.
- Assist in the financial works of fixed assets.
- Assist in getting the fapiao for independent service providers including preparing the documents requested by tax bureau.
- Assist in accounting bookkeeping in ERP system.
- Assist in month end closing and preparation of monthly financial reports.
- Ad hoc work assigned from time to time.
- 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 with Accounting Qualification.
- 1-2 years accounting experience will be an advantage.
- Strong communication skills and excellent teamwork.
- Attention to details and can follow instructions carefully, willing to continuously learn.
- Strong PC skills include: Windows, MS Office, and experience with accounting software is a plus.
- Good English writing and speaking skills.