



JLX International DMCC

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Job Title: Accountant

Monthly Salary: To be discuss upon Interview

Preferably: Female | below 40 Years Old | Chinese National

Requirements/Qualifications:

- Education. Any Related Education in Finance
- Experience: Min 1-2 Years relevant Experience
- Software: Quick-Books
- IT Skills- Microsoft Word- Excel and Power point
- Others: Ability to learn quickly, Accuracy, Attention to details, Sharp mind, Confidentiality, and Excellent verbal and written communication skills

Duties and Responsibilities:

1. Use WeChat Operation System work application to Update payment status in Operation System and invoice received in Operation System
2. Handle the cash and Bank related tasks including Petty Cash Handling & Review the daily petty cash report
3. Handle Bank related matters including bank transfers -Online banking, daily update Cash position by checking online bank balances and report to management, Safeguard cheque books and preparation of cheques
4. Communication with the banks as and when required.
5. Payroll. Careful Review of HR salary sheet and prepare the final salary transfer sheet, Arrange salary transfer through online banking, WPS C3 Cards and exchange. Update salary payment status in Operation System
6. Revenue. Receive Request through Operation System and prepare the invoices accordingly
7. Account Receivables. Generate and update the Account Receivables reports regularly from Operation system. Maintain and update the Customers SOA
8. Bank Facilities. Prepare the Financing requests for further submission to the Banks including online and manual submissions. Maintain and update the Bank Borrowings SOA
9. Recording of data, received in excel format, from different locations like Iraq and china into the quick-book system on timely basis
10. Having knowledge about the Inter-company transactions
11. Daily banking activities including deposit and withdrawal of Cash from different banks and money exchange etc.
12. Assist department by communication and coordination with other countries teams in Chinese including china, Iraq, Libya and Kuwait for all accounts related issues and get on time feedback and Reports. Perform role of bridge in reducing the gap of language barriers between different departments
13. Working along with higher management and Reporting to management on frequently basis on various work related areas.
14. All other Ad hoc duties assigned by management.

Email your application at cv@jlx-international.com

Please name your email subject with the following format:
"Position applied; Name; Years of work experience"

Example: Drilling Supervisor; Alfred Simpson; 7 Years as Drilling Engr.

Please attach CV in PDF format only.