

Part Time Book Keeper Job Description

General Position Description:

Provide book-keeping support for a family-owned international holding company and its businesses on a part time basis. Duties including keeping and managing records of financial transactions for group companies; and general clerical and project based work.

Position Responsibilities:

1. Verify, allocate, and post details of business transactions and otherwise manage the books of parent and subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts;
2. Prepare ledgers and reconcile and balance accounts, make regular deposits, maintain files and manage petty cash expenditures and inventory; manage and monitor AR/AP and prepare payroll and tax filings;
3. Prepare daily gross revenue and sales reports and weekly cash balance reports;
4. Manage online banking transactions and other banking transactions for various group company accounts;
5. Maintain historical records by filing documents;
6. Prepare financial reports for group companies; and
7. Other project based work that may be assigned from time to time.

Knowledge and Skill Requirements:

1. Achieved at least a Higher Diploma in accounting/finance, LCCI Intermediate level or above, with at least 2 years experience in bookkeeper and/or office administration
2. Computer literacy including advanced proficiency with Microsoft Office and experience with standard accounting software packages
3. Good verbal and written communication skills and strong planning, organizational and prioritization abilities
4. Fluent English and Cantonese. Mandarin fluency or proficiency a plus
5. Maintain confidentiality in all aspects and be flexible and work according to the needs of the organization and its Managers

Application Procedures:

1. Please send current CV and salary expectations to hr@rglcompanies.com