

Accounting Manager

Location: Beijing

Sector: Medical, Health

Starting date: ASAP

ABOUT THE COMPANY

It is a medical device company specialized in the field of interventional neuroradiology, particularly, designing medical devices for the interventional treatment of cerebral arteriovenous malformations (AVMs), ischemic stroke (IS) and cerebral aneurysms. So far, it has its products sold in 97 countries and become one of the world's leaders in the field of interventional neuroradiology.

RESPONSIBILITIES

- This position's main mission is to perform the accounting routines in compliance with the legal requirements and internal rules to determine the necessary elements for the preparation of balance sheets and the balance sheet.
- Daily receives and checks documents processed by the company regarding its accounting and financial movement, including the verification of invoices to ascertain billing and tax payments, checking accounts payable and receivable for cash flow control, bank reconciliation to check the accuracy of entries, etc. It checks for any discrepancies and makes the necessary data corrections.
- He classifies the documents according to the Accounts Plan and makes the accounting entries, by account and in chronological order, specifying values, taxes, beneficiaries, etc., preparing the information for the calculation of the company's periodic results (balance sheets, profit and loss statements, various reports, and others).
- It enters the registration of products and suppliers into the company's computerized system in accordance with the Chart of Accounts, in order to control the accounting entries.
- Analyzes the withholdings of withholding taxes in the invoices for services rendered, observing the correct application of the tax rates and anticipating the appropriate accounting entries.
- It seeks guidance and solutions concerning its accounting activities.
- On a weekly basis, he does the accounting reconciliation and analyzes any divergences and makes the necessary corrections.
- He keeps track of and organizes the archive of documents processed in the area: bank statements, Invoices, negative certificates, etc., in order to cope with eventual inspections, internal controls, or accounting.
- Monthly, he participates in the accounting closing for the issuance of reports with the purpose of determining the financial performance of the company.
- Observe the Company's compliance rules.
- Attend and perform other professional activities related and inherent to the position, as directed and requested by the immediate superior.

In addition, for job-specific duties, while performing his activities, the employee must consult the company's organization manual and comply with environmental regulations, as well as observe the requirements and

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instructions communicated by the employer, the branch manager, to promote collective and individual protection and fulfill the obligations to safeguard the Health and Safety requirements in the workplace.

REQUIREMENTS

- Complete undergraduate course in Accounting
- Fluent in English
- Good knowledge in company system
- 05 years of experience in accounting
- Analytical skills / Logical Reasoning
- Good interpersonal relationship and teamwork.
- We are looking for a proactive, organized, and critical professional to help us with the implementation of the company's accounting/tax system.

APPLICATION

Please send your resume and your motivation letter to:

bj-hr@ccifc.org

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