

ACCOUNTING MANAGER

Location: Shanghai

Starting date: ASAP

About the Company :

The company is a leading French brand in fashion jewelry. The brand runs over 400 shops worldwide with a strong ambition in the Chinese market.

Position: Reporting to Finance & Administration Director

Mission:

Full range of accounting missions, including:

- Handle full spectrum of financial and cost accounting role e.g. Accounts Receivables, Accounts Payables, General Ledger
- Responsible for day-to-day finance and accounts operations, including checking vouchers and journal entries
- Implement a systematic filing, that ensures prompt search for documents and compliance with the regulations and laws
- Perform full set of accounts and ensure timely closing of accounts.
- Issue invoice according to the rules & regulations
- Ensure timely filing with authorities including Tax, finance Bureau and SAFE
- Reconcile the accounts with third parties and affiliates
- Put in place an accounting software and work with other teams for interfacing other modules.
- Assist the Finance & Admin Director for Controlling, Budgeting, Forecasting
- Work with Finance & Admin Director for cash-flow management.
- Maintain Bank relationship, contact with auditors
- Keep up to date about changes in GAAP, Taxes, and finance related laws and regulations

About Quality & Skills Required:

- Experienced in retail business and eCommerce
- Experienced with running an ERP
- The candidate must be fluent (spoken and written) in Chinese and English.
- Disciplined, Organized, Rigorous
- Self-driven with strong problem-solving skills

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- French is a plus

Qualification: CPA

APPLICATION : Please send your resume to: sh-recruitment@ccifc.org

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