



REAL ESTATE INVESTMENT TRUST

### **AXIS REIT MANAGERS BERHAD**

AXIS REIT MANAGERS BERHAD, the manager for Axis REIT the first real estate investment trust in Malaysia specializing in office and industrial properties is inviting suitable and qualified candidates to join our dynamic and forward thinking team as we expand our portfolio.

### **ACCOUNTS EXECUTIVE**

Selangor

#### **Responsibilities**

- Manage account receivable including invoicing, posting payments and reconciling customer accounts
- Monitor and enforce credit control procedures
- Follow up on overdue accounts and coordinate with customers to resolve payment issues
- Prepare bank reconciliation and monitor daily bank balances.
- Timely preparation and submission of reports including monthly and quarterly accounts receivable analysis
- Performing day to day accounting operations and to ensure proper maintenance of documentation and filing to support all the accounting entries.
- Assist in the preparation of forecasts and the annual budget
- Assist in audit and tax submissions, including indirect tax filings
- Any other ad-hoc tasks assigned by the management from time to time.

#### **Requirements**

- Minimum Degree in Finance / Accounting or Professional Accounting qualifications is a plus.
- At least 3 years of working experience in accounts receivable, credit control or a similar role.
- Proficient in accounting software and Microsoft Office(Excel,Word)
- Good communication, pro-active and interpersonal skills
- Attention to detail and ability to meet deadlines
- Good command of written & spoken English, Malay and Mandarin

If you are a self-motivated, disciplined and looking for a great working environment, please send your detailed resume (with photograph) stating qualification, experience, expected salary and contact number to [recruit@axis-reit.com.my](mailto:recruit@axis-reit.com.my)

We regret that only the shortlisted candidates will be notified.

For more information, please visit our website: [www.axis-reit.com.my](http://www.axis-reit.com.my)