

JOB HIGHLIGHTS:

Internship in Finance & Accounting Department

We are looking for a young talented intern to be a part of our Finance & Accounting Department team, who is willing to learn new things related with peoples both in Finance and Accounting within the hospitality industry.

Qualifications:

- Studying Bachelor's degree in Accounting or related field.
- Good command of English.
- Can use Microsoft Office (Word, Excel, Power Point)
- Proactive, organized approach to multitasking.
- Good interpersonal skills
- Creative and strong problem-solving skills.
- Task and time management skills.

Things to learn:

- Criteria for Finance and Accounting field in hotel business.
- Task priority and management skill
- Skills in coordinating with various departments.
- Team Working in corporate level
- Document management and filing system.

Responsibilities:

Account Payable

- Assist to AP to Verify and separate Input TAX Invoice for monthly VAT Report.
- Assist Associate of Accountant to separate payment document such as TAX Invoice/Receipt, WHT Certificate or other document before send to owner office.
- Assis to AP to preparing document for expenses claim before posting into Accounting software
- Daily support to AP Office and AP Supervisor.

Account Receivable

- Assist to AR to verify credit card slip and double checked with cashier report before make an entry posting into Accounting Software.
- Preparing Output Tax Invoice and send to Agency and Issued Invoice to charge debtor.
- Daily support to Associate of Account Receivable.

Income

- Assist to Income preparing Output VAT Report from PMS System.
 - Assist to Income to verify document and separate income document from property to matching with daily income journal report.
 - Daily support to Income.
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