

Position: Vendor Invoice Processing Services

Job Based: PSA Shared Services Sdn Bhd

Date of Opening Position: -

Responsibilities:

- Reviewing and validating shipping vendor invoices for accuracy and completeness.
- Ensuring that invoice details align with shipping records and agreements.
- Obtaining proper authorization and approval for invoices.
- Entering invoice information accurately and in a timely manner into the accounting system.
- Resolving discrepancies or issues with invoices, coordinating with oversea internal teams and vendors.
- Reconciling vendor statements and resolving any outstanding balances or disputes.
- Assisting with month-end closing activities, such as accruals and account reconciliations.
- Maintaining organized and up-to-date records of vendor invoices and related documents.
- Collaborating with the procurement team to ensure proper matching of purchase orders, receiving reports, and invoices.
- Adhering to company policies, procedures, and accounting standards and regulations while processing invoices.

Qualifications:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduated Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Master's Degree, Finance, Accounting studies, or equivalent.
- Required skill(s): MS Office
- Required language(s): Bahasa Malaysia, English
- At least 2 years of working experienced in the related field is required for this position.
- Preferably Executive specializing in Finance or equivalent.
- Full time position(s) available.
- Trustworthy, self-motivated and hardworking.
- Fresh Graduate is encouraging to apply

What we offer:

- Full time employment with EPF, SOCSO & EIS contribution
- Staff Welfare: Employee is covered by Inpatient & Outpatient Insurance
- Rewards: Performance base for increment & bonus
- Working Hours: 09:00am – 06:00pm (Monday – Friday)

Interested candidates may email a full resume to Human Resource Department at [hr@psass.com.my].

Shortlisted candidates will be contacted for an interview.