

**JOB TITLE:** RETAIL ACCOUNTING MANAGER (CPA)

*Generally responsible for the implementation, overview, and improvement of the Ng Khai's accounting practices for their retail operation, the NGenius IT Hub.*

**REPORTING RELATIONSHIP:**

Directly reports to VP OF BUSINESS DEVELOPMENT; laterally coordinates with RETAIL HEAD.

**DUTIES AND RESPONSIBILITIES:**

- Assist management in establishing and maintaining accounting policies and procedures; including but not limited to:
  - Implementation of new accounting systems
  - Integration of e-payment processes
  - Implementation of new monitoring tools
- Monitor retail bookkeeping activities regularly
- Preparing and analyzing reports on transactions
- Track tax payments and returns
- Responsible for in Ledger Reconciliation and manage accounts payable/receivable
- Performing regular, detailed audits to ensure accuracy in financial documents, expenditures, and inventory records
- Participate in the budgeting processes
- Forecast revenue and analyze profit margins
- Organizing and updating accounting records as needed

**QUALIFICATIONS:**

- Bachelor of Science Degree in Accounting or Finance with CPA Certification
- Proven work experience as a Certified Public Accountant (CPA)
- 3-5 years of experience working as a CPA or Senior Accountant
- Thorough knowledge of Accounting and Financial procedures
- Excellent analytical skills with an attention to detail
- Proficiency in Microsoft Word, PowerPoint, and Excel
- Experience and proficiency in computerized accounting systems is preferred