
WAREES INVESTMENTS PTE LTD

In Warees, the journey is fulfilling. For aspiring
Real Estate & Investments professionals.

Associate (Finance Admin)

Supporting role in accounting functions for Enterprise Finance

Job Description

- Responsible for accounts payable and receivables of separate entities
- Process payments & liaise with external signatories for payment approval
- Prepare reconciliations for project accounts to ensure funds are adequate for project payments
- Process monthly rental invoicing to tenants and receipts & banking of collections
- Prepare statement of accounts & monitor the accounts receivables for follow up
- Data entry of source documents into SAP Accounting software

Job Specification

- Microsoft Office skills especially in Microsoft Word and Excel
- Strong interpersonal skills with the ability to multi-task
- Must be a team player

Job Requirements

A Diploma in Accountancy with at least 1-2 years of working knowledge of basic accounting. SAP Business One or QuickBooks experience is preferred but not required.

Submit your resume to:
Vice President (Finance & Corporate Services)
Warees Investments Pte Ltd
11 Beach Road #05-01
Singapore 189675

Email: careers@warees.sg