

Accounting Clerk

Welcome to Floship, where we specialize in e-commerce fulfillment services tailored for business owners and brands with a global online reach. Our venture-backed company proudly stands among the top 100 Financial Times ranked Asia-Pacific High-Growth Companies, reflecting our commitment to excellence.

At Floship, we thrive on a dynamic start-up culture that fosters collaboration and innovation. Our aspiration is to collaborate with exceptional individuals who share our vision and passion for success.

Floship is seeking a detail-oriented and experienced Senior Accounting Clerk to join our finance team. The ideal candidate will have a strong background in accounting principles, excellent organizational skills, and the ability to work efficiently in a fast-paced environment. As a Senior Accounting Clerk, you will be responsible for various accounting tasks to ensure accurate financial records and support the overall financial health of the company.

Responsibilities:

- Process invoices, payments, and receipts accurately and in a timely manner. Reconcile accounts payable and receivable statements to maintain accurate financial records.
- Assist with maintaining the general ledger by posting journal entries, reconciling accounts, and preparing financial statements.
- Assist in financial reports, including balance sheets, income statements, cash flow statements and management report, to support decision-making processes.
- Review the work of colleagues.
- Assist with internal and external audits by providing documentation, explanations, and support as needed.
- Organize all accounting documents for electronic filing.
- Continuously identify opportunities to streamline accounting processes and improve efficiency. Implement best practices to enhance accuracy and effectiveness.
- Assist with ad-hoc projects and initiatives as assigned by the Finance Manager or senior leadership.

Requirements:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 2 years of experience in accounting or finance roles, preferably in a fast-paced environment.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and Microsoft Excel.

- Excellent attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively in a team environment.
- Excellent communication and interpersonal skills.
- Experience with international accounting or e-commerce logistics (preferred but not required).

Here's what we've got for you:

- A lively and exciting work environment with plenty of challenges to keep you engaged.
- We're all about your personal and professional growth - count on us to support you every step of the way.
- Our team is a colorful mix of people from around the world, celebrating diversity and inclusion.
- From day one, you'll have the chance to make a real impact in our fast-growing global company
- Working from Home: Embracing the benefits of a remote setup, you'll have the opportunity to work from home, eliminating the need for daily commutes and providing you with a more convenient and efficient work arrangement.
- Flexibility: We value the uniqueness of each team member and recognize that different individuals thrive under different circumstances. With that in mind, we offer flexible working hours, empowering you to schedule your workday around your personal needs and commitments.
- Remote Work: We understand the importance of flexibility, so you'll have the option to work remotely, allowing you to work from the comfort of your home or any location that suits you best.

At our company, we believe that a supportive and inclusive work environment coupled with remote work and flexible options can contribute to a fulfilling and balanced professional life. You'll have the chance to tackle exciting challenges, grow both personally and professionally, and engage with a diverse group of individuals from all around the world. Join us at Floship, where your expertise and dedication will be instrumental in shaping the future of e-commerce fulfillment, and together, we'll achieve remarkable milestones!