Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Accounting Office (ACC):

Accountant Senior Officer (Ref. Code: ACC-B108)

Responsibilities include, but are not limited to:

1. Prepare and post journal entries;
2. Reconcile general ledger and subsidiary accounts;
3. Analyze and reconcile expenditure and revenue accounts;
4. Prepare the needed reconciliations for monthly Banks, A/R, A/P, expenses and end of year accounts;
5. Contribute to budget preparation and control;
6. Contribute to periodical and annual financial reports;
7. Assist with the fiscal year-end and fixed asset accounting;
8. Assist personnel with proper expenditure coding, document processing and other accounting related activities;
9. Assist in liaising with the external auditors;
10. Participate in the monitoring of the university’s projects execution;

Requirements:

1. Education:
   • Bachelor-level education in Accounting, Business Administration, Economics or related areas.

2. Work Experience:
   • At least 5 years of experience in accounting.

3. Skills:
   • Ability to interact effectively as a member of a team and work collaboratively with other departments;
   • Strong organizational skills;
   • Strong interpersonal skills;
   • Advanced computer skills;
   • Proficient in spoken and written English and Chinese or Portuguese.
4. Preferred Technical Skills:

- Good understanding of local GAAP and IFRS;
- Experience in handling full set of accounts;
- Registered Accountant of Macau is a plus.

For application:

- Email a motivation letter, CV and the relevant Diplomas as attachments to jobs@usj.edu.mo, addressed to:
  The HR & Recruitment Office
  University of Saint Joseph
  Rua de Londres 16
  Macau, CHINA

- State expected salary and the Ref. Code of the applied position in the motivation letter.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.