



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

## Vacancy

**The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Finance and Human Resources Office (FHRO):**

**Officer – Finance (Ref. No.: USJ24FHRO-001)**

**Responsibilities include, but are not limited to:**

1. Analyze accounting records, financial statements, and other financial reports;
2. Complete audit work papers by documenting audit tests and findings;
3. Communicate audit findings by preparing a final report, discuss findings with Finance Director and Administrator;
4. Prepare special audit and control reports by collecting, analyzing, and summarizing operating information and trends;
5. Assist with the quarterly end close process;
6. Assist the Finance Director in providing all the necessary information/documentation for the annual External Audit work;
7. Assist in preparation of the Annual Financial Reports to the Executive Council and related government department;
8. Contribute to team effort by achieving related results as needed;
9. Lead and manage the Invoicing system.

**Requirements:**

1. Bachelor's degree in Accounting or related areas;
2. At least 3 years of relevant working experience preferably in university settings;
3. Ability to interact effectively as a member of a team and work collaboratively with other departments;
4. Strong organizational and interpersonal skills;
5. Resourceful with good computer skills;
6. Able to work well with personnel at various levels internally and externally;
7. Proficiency in both spoken and written Chinese and English;
8. Proficiency in Portuguese Language is a plus;
9. Macao ID holder.

**For application:**

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and 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.