



Golden TMH Telecom Co., Ltd

Yangon, May 23th 2017

Job Opportunity – Account Payable Officer (M/F)

ABOUT GTMH:

Golden TMH Telecom Company Limited was incorporated in 2014, holding a license of Telecommunication Service Provider. The company mission is to provide High-Speed internet and telecommunication service to all Myanmar.

GTMH provide connectivity solutions using the most innovative technology.

POSITION Account Payable Officer (M/F)

The Account Payable Officer will reports directly to the Accountant Manager of Golden TMH Telecom Co; Ltd.

More specifically, he/she should:

- Accounts Payable, advance payment, claiming, bank Reconciliation and cash conciliation to match payment by cash or Bank .
- Recording day by day company obligation to ensure correct payments.
- Ability handling daily basis Purchase order and Purchase Request.
- Track account payables and expenses in accounting software Quickbooks Enterprise 2016
- Checking of monthly payables invoices, confirmation receipt of payment, tax payment.
- Handling all expenses and supplies related payments applying internal credit policy as per contract/agreement.
- Review and pay the company payroll.
- Prepare and ensure the correct information for Auditors.
- Handling the correct perform daily journal entries as required.
- Prepare regular financial reports and reconciliations of AP.
- Review tax calculation and monitor tax payment on a monthly basis.

Requirements:

- Good command of Burmese and English language (written and spoken), would be a plus
- A minimum of 5 years of previous experience in accounting field
- A minimum of 2 years of previous experience in AP tasks.
- Strong written and oral communications skills



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- Ability to meet assigned deadlines
- Ability to work cooperatively with all levels of employees, management and external agencies

Conditions

- The Account Payable officer will work and report closely with the Accountant Manager.
- The Company offers a contract for one-year renewable yearly.
- Fulltime position in a professional work environment
- Working time is 40 hours per week, Monday to Friday
- Position to be filled as soon as possible
- Salary range: **450,000 MMK – 600,000 MMK**.

Applications (CV and motivation letter) should be addressed to Miss Dania Alvarez Rial, Accountant Manager of GTMH, exclusively by e-mail to dania@gtmh-telecom.com, no later than June 23th, 2017

Only shortlisted candidates will be notified and invited for interview.