

Jr. Assistant -Accountant Department

(Male/Female) (1) Post

Job Description

- Post and process journal entries to ensure all business transactions are recorded.
- Complete general ledger operations.
- Keep accounts receivable, accounts payable and issue invoices up to date.
- Perform reconciliation operations.
- Participate in the preparation of monthly/yearly closings.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures.
- Assist with other kinds of accounting operations.

Job Specification

- Bachelor degree in accounting, finance or any graduated and must have LCCI level 2,3 qualifications.
- Age between 23 to 28.
- 1 year experience of working on a Junior Accountant position.
- Good knowledge of MS Office and accounting software.
- Strong team player and communication skill with close attention to detail.
- Good analytical, numerical and presentational skills.

Benefit

- Meal & Transportation Allowance
- Organizational refreshment
- Learn new Skills on the job

Working Hours(9:00 AM to 5:00 PM)

Off Day (Saturday, Sunday & Public Holiday)

If you are interested in this position, please contact us at this email (mpuadmin@mpu.com.mm)

before 18th July 2025.