



Integra is a leading petrochemical trading group with a unique combination of global reach, fast and effective communication, technical skills, market knowledge and an absolute commitment to customer and supplier partnerships. See more at: [www.integra-global.com](http://www.integra-global.com)

Integra Petrochemicals Pte Ltd, based in **Singapore**, is looking for a

## **ACCOUNTS EXECUTIVE**

### **Job responsibilities:**

- Responsible for Accounts Receivable (AR) & Accounts Payable (AP) duties.
- Ensure timely billing and compliance with AR procedures by generating and raising invoices, debit, and credit notes
- Ensure timely booking of invoices and compliance with AP procedures.
- Timely preparation of payments
- Check and verifying staff claims
- Daily booking of bank entries
- Preparation of monthly audit schedules and bank reconciliations.
- Daily booking of bank entries
- Assist in month end closure process
- Other ad-hoc finance or administration matters assigned from time to time.

### **Requirements:**

- Min. 3 years of relevant experience in audit and/or accounting.
- Knowledge in local indirect tax i.e. GST, withholding tax will be an advantage
- Experience in using Microsoft Great Plains will be an advantage
- Meticulous, fast learner, and able to work under deadlines.
- Able to work in a team as well as independently, good communication and interpersonal skill.
- Excellent working knowledge of MS Office including Excel.
- Able to start immediately is an advantage.

If you are interested in the job, please apply confidentially via email with your CV attached to [HR@integra-global.com](mailto:HR@integra-global.com).

Only shortlisted candidates will be notified.