

Job opening at Melchers (Beijing) Ltd.

The Melchers China organization is a member of the globally operating Melchers Group. Establishing its first Asian branch in 1866 in Hong Kong, Melchers is engaged in doing business with China ever since. Employing over 400 people in Greater China, China is the largest single market for the Melchers Group today.

It is our mission to create long-term value through customer-centric and customized approaches. Rooted in our entrepreneurial mindset and openness, we seize market opportunities without industry boundaries or predefined constraints. This has led to the development of a wide range of sectors in which we now have a strong presence – ranging from machinery and industrial products through software to sales of luxury goods. Being able to leverage our competencies gained from collaborating with numerous national and international businesses in China, we are able to provide a comprehensive range of service solutions across all functional areas and the entire value chain to make our brand partners' China business a success. Our core competencies are sales, marketing and distribution (as the agent of the manufacturer/brand owner), after sales services and training, retail, sourcing and quality control, corporate and platform services.

To grow our business, we are looking for an experienced

Finance Junior Accountant

Location: Beijing

For long term employment with professional oral/written English knowledge. The candidate shall have at least 1 years of accounting experiences in finance and accounting department of a foreign wholly owned company or a foreign JV.

General Purpose

General accounting including preparing journal entries, maintaining expense, cash and bank reconciliations and using finance system. Assisting with monthly closings and supporting the accounting manager in carrying out the responsibilities of the accounting department.



MELCHERS (BEIJING) LTD.

Unit 503-504, Beijing Tower
10 Chang An Ave. (East)
Beijing, 100006, China

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长安俱乐部 503-504 室
邮编: 100006

Telephone: +86 10 6525 7775
Email: beijing@melchers.com.cn
Website: www.melchers-china.com



Responsibilities

- Prepare journal entries
- Accounting booking work in FA system
- Filing the financial daily documents such as vouchers and contract;
- Issues VAT invoice;
- Connect with tax office and other government department as request;
- Assist accounts receivable and accounts payable
- Monitor and resolve bank issues including fee anomalies and check differences
- Cash keeping and reconciliations
- Review and process travel expense reports
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures

Education and Experience

- College's degree or equivalent
- Knowledge of accounting principles and practices
- Knowledge of finance principles and reporting
- Knowledge of local, state and federal laws regarding finances and taxation
- Technical accounting skills
- Previous experience of general accounting
- Proficiency in relevant accounting software, preferably use scalar system

Key Competencies

- General written English knowledge
- Attention to detail and accuracy
- Planning and organizing
- Scheduling and monitoring
- Communication skills
- Problem analysis and problem-solving skills
- Initiative
- Team work
- Confidentiality
- CV must be submitted in English/Chinese language



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Working at Melchers

We give major importance to mutual respect and tolerance in any relationship regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

Applicants are requested to send their motivation letter, CV, and expected annual salary to Jacquelyn at jacquelynli@melchers.com.cn

www.melchers.com.cn



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