



<https://jobcitylive.com/jobs/accounts-executive-job-in-highway-international-pte-ltd/>

Accounts Executive

Job Location

Singapore
Remote work from: SG

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Base Salary

SGD 1500 - SGD 25,00

Qualifications

Bachelor's degree in Human Resources, Business Administration, or related field.

Employment Type

Full-time

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Description

Accounts Executive Job in Highway International Pte Ltd

Highway International Pte Ltd is looking for a hardworking and detail-oriented **Accounts Executive** to join our team. If you have a passion for numbers and enjoy working in a friendly environment, this job is for you! You will handle daily accounting tasks, manage financial records, and support the finance team. This is a great opportunity to grow your career in accounting.

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Responsibilities:

- Handle daily accounting tasks like invoices and payments.
- Maintain financial records and update accounting systems.
- Prepare reports on company expenses and income.
- Check financial documents for accuracy.
- Help with budgeting and financial planning.
- Work with banks and other financial institutions.
- Process payroll and staff claims.

Hiring organization

Highway International Pte Ltd

Date posted

February 15, 2025

Valid through

30.06.2025

APPLY NOW

- Ensure all financial transactions follow company policies.
- Assist in tax filing and audits.
- Support the finance team in other tasks when needed.

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Skills Required:

- Good understanding of accounting principles.
- Knowledge of financial software like QuickBooks or SAP.
- Strong attention to detail.
- Good math and problem-solving skills.
- Ability to handle multiple tasks.
- Strong communication skills.
- Team player with a positive attitude.
- Good time management skills.

Qualifications:

- Diploma or degree in Accounting, Finance, or a related field.
- Knowledge of accounting software is a plus.
- Strong Microsoft Excel and Word skills.
- Good understanding of financial regulations.

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Experience:

- 1-3 years of accounting experience.
- Fresh graduates with internship experience can also apply.

If you are interested, apply now and be part of our growing team at Highway International Pte Ltd! [?](#)[?](#)

Important Links