

# Accounts Clerk

Puchong, Selangor

<b>Department</b>	<b>Reports to</b>	<b>Full Time / Part Time</b>
Account & Finance	Account & Finance Executive	Full Time

## Why this Role matters

The **Accounts Clerk** provides essential administrative and financial support to the Finance and Accounting Department in a fast-paced switchgear manufacturing environment. This role is responsible for the accurate entry and maintenance of financial data, processing of invoices, and supporting routine accounting operations. Key responsibilities include managing both Accounts Payable and Accounts Receivable. The ideal candidate is detail-focused, reliable, and contributes to the smooth and accurate execution of daily financial operations.

## Where You'll Make an Impact - Key Responsibilities

### Accounts Receivable (AR) – Job Responsibilities

- Prepare Delivery Orders (DO) and Invoices accurately and promptly to ensure smooth order processing and timely billing.
- Prepare and send monthly debtor statements to respective customers to ensure timely communication of outstanding balances and facilitate prompt payment.
- Verify Purchase Order (PO) terms and conditions to ensure compliance with company policies and contractual agreements.
- Send customer registration forms and proactively follow up to obtain completed documentation for onboarding and record-keeping purposes.
- Conduct monthly collection calls to customers, follow up on outstanding payments, and maintain positive customer relationships.
- Arrange Purchase Orders (PO) for verification and approval by the designated Person In Charge (PIC).
- Capture and input payment receipt data accurately into the accounting system to maintain up-to-date financial records.
- Issue Proforma Invoices as required to support sales and billing activities.

- Maintain and update accounts receivable records for precise tracking of payments and outstanding balances.
- Liaise with internal teams such as Sales and Finance to resolve discrepancies related to billing, payments, or customer accounts.
- Prepare and submit regular accounts receivable reports to management for review and decision-making.
- Assist in month-end closing activities related to accounts receivable, ensuring accuracy and completeness.
- Maintain proper filing and documentation of all AR-related documents.

### **Accounts Payable Clerk – Job Responsibilities**

- Verify, process, and record Suppliers invoices and payment requests accurately and timely.
- Match purchase orders, delivery receipts, and invoices to ensure accuracy before processing payments.
- Maintain accurate records of all accounts payable transactions and ensure proper filing and documentation.
- Follow up with suppliers on any missing invoices, credit notes (CN), or debit notes (DN).
- Follow up on Goods Return Notes (GRN) with suppliers when corresponding credit notes are not received.
- Reconcile monthly suppliers statements and resolve any discrepancies or billing issues.
- Assist in month-end closing activities related to accounts payable.
- Liaise with suppliers and internal departments regarding invoice and payment status.
- Ensure compliance with company policies and regulatory requirements related to payments.
- Assist data entry in SST related matters such as exemption, sales tax deduction key in etc
- Assist with preparing reports on accounts payable status as required by management.
- Maintain confidentiality of financial and vendor information.

## **Are You the One? Here's What We're Looking For**

- Minimum SPM or equivalent is required. **Fresh graduates are also encouraged to apply.**
- Competency in Microsoft Office applications, especially Excel and Word.
- Good organizational and filing skills, with attention to detail and accuracy.
- Ability to manage routine tasks independently and meet reporting deadlines.
- Willingness to learn and take on new tasks in a supportive team environment.
- Strong sense of responsibility and work ethics.
- Good communication skills, especially for coordination with internal departments and vendors.

## **Why Us?**

At **SRS Power Engineering Sdn Bhd**, we believe that great careers are built where innovation meets dedication. Since our founding in 2002, we have established ourselves as one of Malaysia's leading specialists in medium and low voltage switchgear solutions, delivering safe, reliable, and smart power distribution systems. Guided by our vision to be at the forefront of switchgear technology, we are committed to providing exceptional value through innovation, quality, and service excellence.

Joining our organization means becoming part of a professional and collaborative environment where individual contributions are valued and play a vital role in our collective achievements. If you are ready to contribute your skills to a company shaping the future of power distribution, we invite you to explore your career with us and help us power tomorrow.

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work alongside a dedicated and experienced team. If your background meets our requirements, we'd love to hear from you!