



**C & Y Global Inc.**

121 N Pasadena Blvd.

## **ACCOUNTANT**

### **Job Description:**

1. Prepare a monthly income statement and balance sheet.
2. Maintain and continuously improve the current accounting information system to document and analyze financial transactions.
3. Prepare and review account payable, payroll, purchase order, invoices, cash receipt, and other accounting documents for accuracy and completeness; do cash reconciliation between the financial statement and bank account and resolve any discrepancy.
4. Prepare budget and analyze the variance between budget and actual expenditure, and make recommendations to reduce the variance.
5. Explain accounting policies on purchasing and billing to staff, vendors and clients.
6. Interact with external auditors and tax preparers in auditing and tax filing.
7. Analyze cash availability and make recommendations as to financing and investment decisions.

### **Minimum Requirements:**

Bachelor's degree in Accounting is required.

Send resume to: [resume@cyglobalusa.com](mailto:resume@cyglobalusa.com)