



Position: Junior Accountant

Location: Ho Chi Minh City, D2 - Vietnam

Reporting to: Chief Accountant

Company Website: www.wareflex.io

About Wareflex:

Wareflex is transforming logistics in Vietnam through an innovative technology platform that offers tailored solutions to businesses. With over 600 warehouses and 11,000 trucks onboard, we provide unmatched transparency, flexibility, and cost efficiency. Our mission is to reshape the logistics landscape, making it seamless, flexible and cost-effective for businesses in Vietnam.

Join us to be part of this exciting transformation. We are looking for motivated individuals to help drive our growth, deliver innovative solutions, and achieve our vision for the future of logistics in Vietnam.

Key Responsibilities:

1. Payable Accountant

- Check payment requests weekly, make sure it follows company policy and VAS.
- Create payment orders on the internet banking weekly.
- Record bank transactions into Misa accounting software and make an AP Aging report weekly.
- Connect with banks for issues.

2. Receivable Accountant

- Record bank transactions into Misa accounting software and make an AR Aging report.
- Contact with customers when needed or other tasks as required.
- Prepare for Billing statements monthly and send them to customers. Keep contact with customers until getting their confirmation and issue the invoice on time.
- Support and coordinate with the Sales team.
- Storage all accounting documents carefully.
- Reconcile balance sheet accounts for monthly closing.
- Work with an Auditor annual.
- Prepare and submit tax declarations VAT quarterly.
- Perform other tasks assigned by the Chief Accountant.

Desired Qualifications:

- Graduated from University or higher in Accounting, Finance..
- Able to work well in a fast-paced environment and able to multi-task well.
- Excellent written and oral communication, as well as interpersonal skills.
- Honest and careful person and be willing to learn.
- Detail-focused and highly organized.

How to Apply:

To apply, send your CV to phuong.vu@wareflex.io with subject: **GA – [Your Name]**