



www.wareflex.io - Vietnam's First on-stop logistics service platform.

Position: General Accountant

Location: District 2, Ho Chi Minh City

Reporting to: Chief Accountant, General Director.

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

Key Responsibilities:

Accounting & Tax Management:

- Review and support two fresher accountants in using Accounting Software on transactions like revenue, expenses, assets, receivables/payables, taxes, etc.
- Prepare Financial Statement (monthly, quarterly, yearly) according to Vietnamese accounting standards.
- Ensure accuracy, transparency, and compliance with legal regulations on accounting and tax.
- Coordinate with sales and operation departments to solve issues related to receivables, documentation, v.v...
- Propose improvements to accounting procedures.
- Review and assist the two fresher accountants in VAT declaration.
- Work with tax authorities for any issues arising.
- Liaise with banks when necessary.
- Collaborate with auditors regarding Financial Statement annually.

Essential Skills and Experience:

- Experience: 3–4 years in accounting. Preferred candidates with experience in logistics, FDI companies, and startup.
- Education: University degree in Accounting, Finance, or related field.

Technical Skills:

- Strong understanding of Vietnamese accounting standards.
- English communication skills
- Analytical thinking, problem-solving, and time management.
- Detail-oriented, responsible, and reliable
- Team management skills

How to Apply:

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