

## 职位说明：税务及应付会计（兼职短期） Job Description: Tax & AP Accountant (part-time)

兼职短期工作时间: 2025 年5 月至 2025 年10 月, 共6 个月。

### 职位概述/Position Summary

财务处理小组成员。确保及时准确的入账。科目分析及清账。及时纳税申报。

Member of the accounting team. Ensure timely and accurate accounts booking. Accounts analysis and follow up. Timely tax clarification.

### 岗位职责/Responsibilities

1. 记账：负责付款申请单的复核及与申请人的沟通。处理所有与应付账款环节有关的发 票和付款申请，保证此处理是建立在扎实的财税知识和充分了解和理解业务背景基础上。确保所有付款入账做到日清月结。

Accounts booking: Review payment requisition form and communicate with requesters. Deal with invoices of AP with good regulatory knowledge and full understanding of business background. Ensure all payments are accurately recorded in accounting system on daily basis.

2. 科目分析及跟进：详细复核除应收账款和预收账款以外的其他往来科目，每月清账。

Accounts analysis and follow up: Provide detail analysis on school's current accounts (except accounts receivables and advance tuition received from student) and follow up on monthly basis.

3. 纳税申报：确保所有税务及时准确的记录，申报和支付。

Tax clarification: Ensure all taxes are timely and accurately recorded, declared and paid.

4. 熟悉增值税、企业所得税等税收法规，如有机会可运用该法规确保合规并申请节税。及时更新新法规，确保合规。

Familiar with the VAT, CIT and other tax regulation and could apply the regulation to ensure compliance and apply for tax saving if any opportunity. keep self-updated with the new regulation on time to ensure compliance.

5. 固定资产相关账务处理并协助物业管理部门进行固定资产盘点。

Relevant fix asset accounting treatments and assist PM team to carry out fixed asset stocktaking.

6. 财务经理及主管安排的其他工作。

Ad hoc tasks required by the Supervisor and Finance Manager.

### **任职资格/Qualifications**

1. 统招本科及以上学历，会计学、财务管理等相关专业；有会计从业资格证；

Bachelor degree or above, major in accounting, financial management and other related majors; obtained accountant certificate,

2. 至少 3 年财务相关工作经验，至少 2 年税务经验；

Minimum 3 years in accounting related experience, minimum 2 years' tax experience;

3. 优秀的中英双语沟通能力；

Excellent communication skill both in Chinese and English;

4. 熟悉金蝶系统或其他 ERP 系统优先考虑；

Familiar with KD system or other ERP system is preferred;

5. 有条理，能够在压力下工作并且注重目标实现；

Organized, able to work under stress and target-oriented;

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.