

Accounts Executive

Company Overview:

Established in 2010 and headquartered in Singapore, BIPO is a trusted provider of payroll and people solutions in **over 160 global markets**.

Our comprehensive HR offerings include **Human Capital Management solutions, Global Payroll Outsourcing,** and **Employer of Record services**, powered by our award-winning HR Management System and Athena BI (Business Intelligence) platform.

At BIPO, we deliver customised services and scalable tech-enabled solutions that automate processes, simplify workflows, and generate actionable insights.

Key Responsibilities:

- Generate invoices according to operation request
- Maintain the billing system (i.e., invoice setting alignment, client information update, payment settlement)
- Perform account reconciliations (ensure client Paid-on-behalf payment are reconciled, Bank payment reconcile to HRMS – BIPO internal payment request system)
- Check bank activities time to time and update billing system receipts
- HRMS Approval – Payment (Suppliers, Clients pay out)
- Apply payments in e-bank; prepare Cash Forecast and fund request when needed
- Coordinate with payroll team for statutory payments and client payments
- Producing monthly sales revenue report
- Send statement of account upon request
- Prepare AR Aging report and follow up collection upon operation's feedback.
- Filling AR, AP documents according to local regulations
- Month-end closing for Balance Sheet Schedule updates (Including CAPEX, Intangible Assets, Prepaid expense amortization, Cost/Expense Accrual), intercompany transactions confirmation, bank reconciliation, management report
- Coordinate with external auditor, tax agent and company secretary etc.

Requirements

- Bachelor's degree or Diploma with major in accounting, finance, or business
- At least 2-3 years of working experience (as outsourced bookkeeper or in-house accountant)
- Experience in IFRS/SFRS reporting
- Experience in multiple accounting roles is preferred
- Fluent in both written and oral English
- Results-oriented, and able to work under pressure and meet tight timelines

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact asean.hr@biposervice.com.