



Established in 1901, Chinese YMCA of Hong Kong aims to help the youth to develop a holistic character and contribute to the society by providing activities and services in accordance with the teachings of Jesus Christ and the Christian Spirit: “To serve, not to be served”. The Association is now looking for high caliber candidates to fill the following position:

## Accountant II (The Harbourview)

*Ref: ACCIIFIN3/11/24*

### Responsibilities:

- Play the role as a Credit Manager
- Supervise a small team of Accounts Receivable staff in Finance Department
- Maintain and update the accounts receivable ledger daily
- Handle AR billing periodically
- Prepare weekly settlement reports and monthly overdue AR reports
- Follow up on all overdue accounts and handle disputes, including issuance of reminder, warning letter, etc.
- Perform credit assessment on credit accounts and set credit limit for hotel guests, travel agents and corporate clients
- Develop, implement and evaluate policies and procedures for credit control in AR section
- Participate in hotel PMS & POS system implementation and streamline working procedures from time to time
- Assist in other ad-hoc tasks assigned by supervisor

### Requirements:

- Diploma or above in Accounting or related disciplines is an advantage
- Have attained Level 2 / Grade E or above with 5 subjects, including Chinese and English Language in HKDSE / HKCEE, or equivalent
- Minimum 5 years of relevant work experience with at least 3 years in AR collection and credit control in hotel
- Proficient in Cambridge Property Management System (PMS) and Microsoft Office
- Good command of spoken and written English and Chinese
- Good team player with sense of responsibility and attention to details
- Good interpersonal, organizational and communication skills, mature & independent
- Working location: Wan Chai

We offer 5-day work with good remuneration and fringe benefits including annual leave, family leave, birthday leave, paid sick leave, marriage leave, compassionate leave, maternity/ paternity leave, study subsidy and medical insurance to the right candidate in contract basis. Interested candidates, please submit your full resume stating the expected salary with reference no. and make attention to the **Human Resources Department** by email to [recruit@ymca.org.hk](mailto:recruit@ymca.org.hk) **on or before 6<sup>th</sup> December, 2024.**