

We Are **HIRING**

COME AND JOIN US !

FULL-TIME & INTERSHIPS

AUDIT ASSOCIATE

ACCOUNT ASSOCIATE

TAX ASSOCIATE

APPLY NOW

office@citica.my

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Bdr Baru Bangi, Selangor



Citi Partners (AF-1231)

Akauntan Bertauliah
Chartered Accountants



CITI PARTNERS
BANDAR BARU BANGI, SELANGOR
JOB DESCRIPTION FOR PERMANENT POSITION

AUDIT ASSOCIATE

- Perform audit, assurance, and compliance work for client under supervision of manager
- Execute and finalise all areas of audit assignment, seeking manager's review or judgement when necessary
- Perform ad-hoc duties as assigned

TAX ASSOCIATE

- Organizing and analyzing clients' financial information for tax purpose
- Preparing necessary forms for filing taxes under supervision of manager
- Establishing and updating client records

ACCOUNT ASSOCIATE

- Keep accurate accounting records for all clients transactions
- Verify clients claims and suppliers' invoices
- Maintain proper filing of accounting documents for book keeping