

## Job Title

Finance cum Payroll Executive

## Department / Team

Finance / Payroll

## Location

Ang Mo Kio Chinese Methodist Church

## Employment Type

This is a full-time role that includes weekend (Saturday and Sunday) responsibilities to support congregational operations.

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## About the Role

This role is ideal for a detail-oriented professional who manages both finance and payroll functions efficiently, ensuring accuracy and compliance in all transactions and employee compensation.

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## Key Responsibilities

### Finance

- Manage accounts receivable and accounts payable processes.
- Ensure accurate processing of all financial transactions.
- Assist in month-end closing and preparation of financial reports.
- Reconcile incoming and outgoing payments.
- Handle online banking transactions and internet banking matters.
- Manage petty cash transactions and reimbursements.
- Provide necessary information and support during year-end audits.
- Perform other accounting duties as assigned.

### Payroll

- Prepare and process weekly, bi-weekly, or monthly payroll runs.
- Verify employee CPF contribution in-line with age bucket and making timely contribution.

- Ensure payroll data accuracy including new hires, terminations, salary changes, and deductions.
  - Reconcile payroll reports and resolve discrepancies.
  - File IR8A and other statutory submissions to IRAS.
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### **Required Qualifications**

- Diploma in Finance, Accounting, or related field.
  - Experience with ERP software preferred.
  - Minimum 2 years of relevant experience.
  - Proficient in MS Office, especially Excel.
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### **Preferred Qualifications (Nice-to-Have)**

- Knowledge of local payroll laws and regulations.
  - Familiarity with payroll software.
  - Strong analytical and problem-solving skills.
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### **Soft Skills**

- Bilingual proficiency in English and Mandarin is a plus.
  - Ability to work efficiently in a fast-paced environment.
  - Excellent time management and multitasking abilities.
  - Strong attention to detail.
  - Effective written and verbal communication skills.
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### **What We Offer**

- Competitive salary with individual performance bonus.
- Opportunities for professional growth.
- Supportive and dynamic work culture.
- Employee benefits and perks.

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 **How to Apply**

Submit your resume and a cover letter to [admin@amkmc-cac.org.sg].