



## PR/158622 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1536619

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 14th, 2025 14:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**JOB RESPONSIBILITIES:**

- Oversee Accounts Payable, including hands-on management of trade, non-trade payables, and staff claims
- Reporting: Prepare monthly customer collection reports and input financial data into the system for transmission to Japan.
- Projects: Participate in, organize, and conduct meetings or presentations for assigned projects.
- Collaborate with the accounting team to ensure smooth departmental operations, including year-end audits and stock taking

**JOB REQUIREMENTS:**

- A degree or diploma in Finance, Accounting, or a related field (e.g., Bachelor's in Finance/Accounting, ACCA, CAT, LCCI).
- Fresh graduates are encouraged to apply.
- Basic understanding of accounting principles and financial regulations.
- Proficiency in accounting software (e.g., SQL, Auto-count etc) and Microsoft Excel.

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Company Description