



## PR/158986 | Finance Executive

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1538636

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 6th, 2025 10:48

### 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

#### COMPANY OVERVIEW

A retail company in Kuala Lumpur is looking for a Finance Executive to manage partial accounts.

#### JOB RESPONSIBILITIES

- Manage accounts payable functions, including processing various forms of payments within the timeline and ensuring all transactions are accurately recorded.
- Manage accounts receivable functions, including daily updates on the branch's collections, reviewing monthly aging, and issuing invoices.
- Perform bank reconciliation.
- Manage fixed assets, ensuring timely and accurate recording in adherence to company policy.
- Assist in preparing audit and tax schedules for year-end statutory audits, tax computation services, and tax submissions.
- Undertake any ad hoc tasks assigned by superiors or management.

## **JOB REQUIREMENTS**

- Minimum qualification: Diploma, Degree, or higher in accounting.
- Minimum 6 months to 1 year of experience in Finance/accounts.
- Proficiency in Chinese.

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Company Description