



PR/158987 | Senior Accountant

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1538637

Industry

Electronics, Semiconductor

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 and Job Overview

A rapidly growing company in Bayan Lepas is seeking for Accountant to handle monthly E-invoice and SST declarations, tax declarations (CP204, Form C, WHT), accounting and report conversion per MFRS, annual audit coordination, inventory management and transaction reconciliation, and other tasks as assigned by the leader.

The ideal candidate will be responsible to ensure timely submission of company's financial reporting according to group reporting deadlines. This role requires at least 3 years of experience in full set of accounts.

Job Responsibilities

- Responsible for Full sets of accounts, Fixed assets, entering journals, bank reconciliation, balance sheet reconciliation & intercompany reconciliation, Accounts Payable (processing invoices and payments).
- Review employee expense claims & Internal audit.
- Liaising with third party advisors/bookkeepers on statutory requirements.
- working with tax advisors, responsible for all tax compliance but not limited to, annual/quarter/month tax filings, etc.

- Company Secretarial & other matters.
- Payroll - Responsible for reviewing and approve payroll, including employee annual income return and all other statutory returns.
- To assist Internal Auditor team in audit at sub-con sites and/or distributor sites

Job Requirement

- Monthly insurance of E-invoice and SST declaration.
- Tax declaration work such as CP204 Form C WHT;
- According to MFRS (Malaysian Financial Reporting Standards), accounting and report conversion.
- Annual audit communication and coordination.
- Collaborate with internal companies to manage inventory and reconcile transactions.
- Other work arranged by the leader.

Company Description