



PR/157501 | Accounts Assistant Manager

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1540737

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 00:00

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

- Involve in preparing of the forecasting and budgeting and managing internal control on SOX compliance
- Managing Account receivable, payable and inventory function team
- Improve accounting systems and procedures and initiate corrective actions
- Establishing and enforcing proper accounting methods, policies and principles
- Undertake any other ad-hoc duties assigned by the management from time-to-time and overseeing the daily operation of the accounting department

JOB REQUIREMENTS

- Bachelor's Degree, Professional Certificate in Accountancy or equivalent
- Good communication, excellent analytical and problem-solving skills
- Proven knowledge of accounting principles, practices, standards, law and regulation
- Able to work independently, meet tight deadlines and work under pressure
- Advanced computer skills on MS Office and SAP knowledge or similar ERP system
- Candidates with an audit background experience will be added advantage

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Company Description