



## PR/158003 | Finance Officer

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1540756

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

**Finance Officer**

A rapidly growing MNC in Bukit Mertajam is looking for **Finance Officer** to be part of their team. You will be a key part of helping the business to assist in month-end and year-end financial closings, manage fixed assets, handle costing, prepare reports, perform reconciliations, and support audit and tax preparation.

**Main responsibilities of the Finance Officer role**

- Assist with month-end and year-end financial closing by preparing journal entries for Accounts Payable (AP), Accounts Receivable (AR), Inventory Module, Accruals, Deferrals, and other relevant tasks. Strong understanding of double-entry accounting is required.
- Contribute to the preparation of monthly management reports, meeting presentations, financial data analysis, and expense variance reports.
- Manage and maintain Fixed Assets.
- Provide support in costing activities.
- Perform balance sheet account reconciliations.
- Assist in audit and tax preparation as directed by superiors.
- Ensure proper maintenance and filing of documents to support all accounting entries.
- Handle additional tasks as assigned by superiors or management as needed.

**Key requirements**

- Degree in Accounting or a related field.
- Fresh graduates are welcome to apply.
- Prior working experience, especially in a reputable audit firm or manufacturing company is added advantage
- Proficient in Microsoft Office

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**Company Description**