



## PR/158371 | Finance Manager

### Job Information

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

1540790

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 01:00

### 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

- Assist in preparing monthly financial statements.
- Manage daily Accounts Receivables tasks, ensuring accurate record-keeping.
- Review AR aging and follow up on overdue accounts.
- Support credit control and timely reporting of overdue AR.
- Oversee daily Accounts Payables operations, including payment processing.
- Close AP accounts monthly and reconcile with vendor statements.
- Ensure timely and accurate filing.
- Coordinate with external auditors during audits.
- Submit quarterly SST and other statutory reports.
- Conduct inventory stock takes in the warehouse.
- Collaborate with intercompany and external customers to resolve AR issues promptly.
- Assist with other accounting duties as assigned by the Senior Finance Manager.

#### JOB REQUIREMENT

- Bachelor Degree, Professional accounting certificate would be added advantage
- Candidates from construction, real estate, facilities management or data center industry would be preferred
- Willing to work fully onsite in Cyberjaya
- Willing to travel to Johor (not frequent basis)
- Mandarin speaker is preferred

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Company Description