



## PR/158853 | Accounts Executive

### Job Information

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

1540966

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 04:00

### 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 DESCRIPTIONS

- Handle full sets of accounts, including journal entries and reconciliations.
- Oversee all aspects of the company's accounting matters, including month-end and year-end closing processes, financial statement preparation, audits, process management, and compliance with accounting, tax, and other guidelines.
- Prepare and review financial statements and reports to ensure accuracy and compliance with accounting standards and regulations.
- Conduct monthly, quarterly, and annual closing activities and account reconciliations.
- Manage accounts payable and receivable functions, ensuring timely payments and collections.
- Oversee cash flow management, budget preparation, and forecasting reports.

- Handle payroll calculations and submissions (Below 15 employees)
- Prepare employment letters, personnel files, and other HR-related documents.
- Coordinate with external auditors, tax agents, and other stakeholders for audit and tax matters.
- Maintain proper accounting records and documentation in accordance with company policies and procedures.
- Undertake ad-hoc tasks and projects as assigned by management.

#### JOB REQUIREMENTS

- 3-4 years of experience specialized in finance or equivalent.
- Experience in Basic HR duties (Payroll etc)
- Possess at least a Diploma / Degree in Accountancy or equivalent accounting qualification.
- Proficient in MS Excel and other MS office applications.
- Good organizational and communication skills.
- Meticulous, hands-on and good team player.
- Independent, meticulous with analytical mind.

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Company Description