



PR/158936 | Account Executive cum Admin

## Job Information

### Recruiter

JAC Recruitment Malaysia

### Job ID

1541014

### Industry

Retail

### Job Type

Permanent Full-time

### Location

Malaysia

### Salary

Negotiable, based on experience

### Refreshed

June 17th, 2025 05:00

## 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

### COMPANY OVERVIEW

A marketing company enhance in lifestyle is seeking an Account Executive to manage a full set of accounts. Responsibilities include overseeing financial transactions, preparing financial reports, ensuring compliance with accounting standards.

### 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