



PR/158970 | Account Executive (Based in Kinrara Puchong)

Job Information

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

1541039

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:40

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 Information

A company based in Kinrara, Puchong is looking for an account executive role to handle active and dormant accounts of the company.

Key Responsibilities:

- To perform accounting data entry.
- To check and ensure that all cash books for receipts and payments are correctly and accurately taken up on daily basis.
- To prepare tax analysis for relevant accounts.

- Assist in AP, bank re-con
- To prepare monthly management accounts.
- To coordinate for year-end audit.
- To execute all policies, activities, procedures, instructions as relevant and required by the quality management system

Key Requirements:

- Candidate graduate at least a Certificate/ LCCI/ Diploma/ Adv Diploma/ Degree or higher in accounting.
- With 3 months to one year working experience in Accounts
- Has own transportation
- Chinese speaker

Company Description