



PR/094767 | Accountant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541472

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:57

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 and job overview

Our client is a Japanese Real estate company.

Job Responsibilities

- Assist in fully collecting and thoroughly checking accuracy-legality-validity of Invoices/Contracts/Other supporting documents... and sending to the external accounting service provider monthly.
- Assist in filling out documents (soft copy PDF, XML, hard copy, etc) as per accounting policy and internal requirements.
- Assist in creating Request for payment to Head Office/Other Partners (for Service fee/Pay on behalf expense): Draft, sign & stamp, and send.
- Assist in creating Payment Request for payment to Vendors (for Service fee, etc): check e-invoices, payment request,

contracts, attach and send.

- Assist in issuing VAT invoices (sales/service fee/gift/etc) at the end of the month.
- Assist in collaborating with other parties (bank, tax, audit, etc) relating to accounting matters.

Job Requirements

- Experience > 5 years' experience in a general accountant position.
- Knowledge and experience in tax, bookkeeping, accounting principles, practices, standards, laws, and regulations.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ownership of assigned tasks, cooperative, flexible, keen to learn new areas.
- Proficiency in speaking and writing English.

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Company Description