



## PR/094850 | Accounting Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1542415

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

June 10th, 2025 02:00

### 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 and job overview

Our client is a Real estate company.

#### Job Responsibilities

- Manage 01 Accounting staff member.
- Well communicate with other departments to collect sufficient accounting information, establish effective working relationships in the organization, including the management and functional departments.
- Fully collect and check thoroughly accuracy-legality-validity of Invoices/Contracts/Other supporting documents and send to an external auditor monthly.
- Support all accounting/admin members in fulfilling the requirements, especially during busy times.
- Check/review bookkeeping (accounts/ledger), financial statement (BS/PL/CF), tax declarations (VAT/CIT/PIT/License

tax/FCT if any) prepared by an external auditor.

- Support saving bank fee invoice daily, bank statement monthly and do bank reconcile accordingly.
- Issue VAT invoice (sales/service fee/gift/...) at month end.
- Support creating Request for payment to Head Office, etc. (for Service fee/Pay on behalf expense): Draft, sign & stamp, and send.
- Coordinate data collection for annual budget preparation and budget control.
- Support internal auditors.

#### Job Requirements

- Bachelor's degree in accounting or finance required.
- At least 8 years related experience required.
- Experience working for Japanese company required.
- Experience in management required.
- Experience as a Chief Accountant.
- Fluent in English (both verbal and written).

#LI-JACVN

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#### Company Description