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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

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May 27th, 2025 10:38

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).

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Company Description