



JAC Recruitment

We are recruitment specialists around the globe

Singapore



## PR/095372 | Accounts Receivable Executive

### Job Information

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

1543386

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 3rd, 2025 10:29

### 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

Job Title: Accounts Receivable Executive

Location: Singapore

Your New Company

Our client, a well-established multinational in the semiconductor and electronics manufacturing space, is expanding their Singapore team. With a strong global footprint and a focus on high-mix, low-volume manufacturing, they offer a dynamic environment for professionals looking to grow their careers in finance and supply chain.

Your New Role

- Manage full spectrum of AR functions: invoicing, credit/debit notes, and statements of accounts
- Collaborate with internal teams to resolve billing and payment issues
- Perform AR reporting, intercompany transactions, and reconciliations

- Handle incoming payments, petty cash entries, and account reconciliations
- Prepare AR aging reports, cash flow projections, and customer sales rebates
- Ensure accurate journal entries, GL schedules, and timely GST reporting
- Support internal and external audits
- Participate in AR process improvements and system transformation projects

#### Key Qualifications for Success

- Diploma in Accounting, Finance, or related field
- Strong understanding of accounting principles
- Excellent communication and problem-solving skills
- High attention to detail and accuracy
- Proficiency in Microsoft Excel; SAP experience is a plus
- Immediate availability or short notice preferred

#### Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#) or send a copy of your updated CV to [bryan.ashwin@jac-recruitment.com](mailto:bryan.ashwin@jac-recruitment.com) for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Bryan Ashwin  
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#LI-JACSG  
#countrysingapore

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#### Company Description