



PR/159180 | Senior Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1545426

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 10:36

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

There are expanding accounting firms at KL Centre are dedicated to providing top-notch financial services to their diverse clientele. As they continue to grow, they are seeking diligent and detail-oriented Accounts Staff to join their team and contribute to their success. The Accounts Staff will be responsible for managing bookkeeping tasks and ensuring the accurate and timely closing of accounts. This role is crucial in maintaining the financial integrity of our clients' records and supporting the overall financial operations of the firm.

Job Responsibilities

Maintain accurate and up-to-date financial records, including recording transactions, reconciling accounts, and managing ledgers.

Assist in the monthly, quarterly, and annual closing processes, ensuring all financial statements are prepared accurately and on time.

Prepare and generate financial reports, including balance sheets, income statements, and cash flow statements.

Ensure compliance with accounting standards and regulations, conducting regular audits and reviews.

Communicate with clients to gather necessary financial information and provide updates on their accounts.

Job Requirements

Bachelor's degree in Accounting, Finance, or related field.

Minimum of 2 -5 years of experience in bookkeeping or accounting roles.

Strong knowledge of accounting principles and practices.

Excellent attention to detail and organizational skills.

Strong communication and interpersonal skills.

#LI-JACMY

Company Description