



JAC Recruitment

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Vietnam

**PR/094919 | AP ACCOUNTANT for a reputable Japanese construction company****Job Information****Recruiter**

JAC Recruitment Vietnam Co., Ltd

Job ID

1545463

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 10:39

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 large Japanese real estate company.

Job Responsibilities

- Process accounts payable transactions: verify invoices, prepare payments, and reconcile bank statements.
- Manage vendor accounts, communicate and resolve any discrepancies in a timely manner.
- Support monthly account reconciliation, financial reporting, and internal audits.
- Ensure expense compliance with company policies and proper filing of accounting documents.
- Collaborate with the accounting team to improve workflows and maintain accurate records.

Job Requirements

- Bachelor's degree in accounting or finance, under 30 years old.
- At least 2 years of experience in accounts payable or related roles.
- Proficient in accounting software (e.g., SAP, MISA) and Microsoft Excel.
- Strong attention to detail, organizational and time management skills.
- Good communication skills in English; proactive, willing to learn, and based in Hanoi.

Job Benefit

Salary: Up to 22M

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Company Description