



PR/159242 | Senior Accounts Executive

Job Information

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

1548196

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 6th, 2025 10:00

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 OVERVIEW

A consultancy firm specializing in business management and financial services, including accounting, taxation, and company secretarial support. They help clients streamline operations and focus on growth. They are currently seeking a detail-oriented and reliable Senior Accounts Executive to join our team and manage the full set of accounts from bookkeeping to account closing.

JOB RESPONSIBILITIES

- Manage the full set of accounts from bookkeeping to final account closing.
- Perform account reviews and reconciliations, including invoice billing, payment and receipt processing.
- Handle Accounts Receivable (AR) and Accounts Payable (AP) functions.

- Maintain accurate and up-to-date records of invoices and related documentation, including scanning and digital filing.
- Ensure proper document filing and uphold high standards of accuracy in all accounting tasks.
- Oversee daily financial and operational matters in the absence of the manager to ensure continuity and precision.

JOB REQUIREMENTS:

- Bachelor's Degree in Accounting or a related field.
- 2 to 4 years of hands-on experience in accounting functions.
- Ability to work independently with minimal supervision.
- Strong multitasking skills and the ability to manage multiple responsibilities efficiently.
- Detail-oriented and organized, with a solid understanding of accounting principles and office operations.

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#StateKL

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Company Description