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Malaysia



PR/158986 | Finance Executive

Job Information

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

1548333

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:38

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 OVERVIEW

A retail company in Kuala Lumpur is looking for a Finance Executive to manage partial accounts.

JOB RESPONSIBILITIES

- Manage accounts payable functions, including processing various forms of payments within the timeline and ensuring all transactions are accurately recorded.
- Manage accounts receivable functions, including daily updates on the branch's collections, reviewing monthly aging, and issuing invoices.
- Perform bank reconciliation.
- Manage fixed assets, ensuring timely and accurate recording in adherence to company policy.
- Assist in preparing audit and tax schedules for year-end statutory audits, tax computation services, and tax submissions.
- Undertake any ad hoc tasks assigned by superiors or management.

JOB REQUIREMENTS

- Minimum qualification: Diploma, Degree, or higher in accounting.
- Minimum 6 months to 1 year of experience in Finance/accounts.
- Proficiency in Chinese.

#LI-JACMY

#StateKL

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Company Description