



PR/095372 | Accounts Receivable Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548804

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 01:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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 for a confidential chat.

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

Bryan Ashwin
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R24122938

#LI-JACSG
#countrysingapore

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Company Description