



PR/094944 | Accountant cum Admin

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1549564

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:16

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 Real estate company.

Job Responsibilities

- Collect enough payments request from other departments with pdf invoice and xml invoice daily, verify documents, carefully check, creation Request for payment and apply payments in Bank system.
- Support full filing documents (soft copy pdf, xml; hard copy...) as per accounting policy and internal requirement if any.
- Printing and saving hard copy document for monthly closing.

- Establish payment schedule with management.
- Register new bank template with HQ approval if any.
- Manage treasury operations relating to Cash-Flow planning, forecasting and liquidity management. Weekly keep tracking of account balance and prepare book transfer from USD to VND monthly.

Job Requirements

- Associate, Bachelor's degree in accounting or finance required.
- At least 3 years of related experience required.
- Proven knowledge in finance and accounting standards, laws, and regulations related to AP functions and Treasury functions.
- Good at English (both verbal and written).
- Experience in AP function and management required.

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Company Description