



PR/094968 | Accountant Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1549578

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 14th, 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

Company and Job Overview

Our client is a Real Estate firm

Job Responsibilities

- Coordinate with vendors regarding billing and VAT invoices
- Monitor tenant collections and manage deposits
- Process various payments, including tax payments
- Organize and submit accounting documents for bookkeeping
- Maintain both electronic and physical accounting files
- Act as a liaison with internal departments and external agencies
- Assist with tax report and audit processes
- Review financial statements and prepare audit reports

Job Requirements

- Having Bachelor's degree in Accounting or Finance
- Having ACCA/CPA Certification is a definite advantage
- Having 2-3 years of relevant accounting experience, ideally within the real estate sector
- Having excellent communication skills in both English and Vietnamese
- Having strong interpersonal abilities and meticulous attention to detail
- Having the capacity to work independently and with a high degree of responsibility

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Company Description