



## PR/094968 | ACCOUNTING 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**

July 22nd, 2025 05:00

### 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 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

#LI-JACVN

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**Company Description**