



PR/095021 | AR / AP Accountant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1553264

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:23

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

Job Title: AR/AP Accountant

Location: Bac Ninh, Vietnam

Position Overview:

Our client is a global leader in designing and manufacturing high-performance interconnect systems for industries such as automotive, aerospace, industrial, and consumer electronics, with strong operations in Vietnam and other key hubs.

We are seeking a detail-oriented and proactive AR/AP Accountant to manage and optimize the company's accounts receivable and accounts payable processes. This role plays a critical part in ensuring financial accuracy, timely payments, and strong vendor and customer relationships.

Key Responsibilities:

- Manage the full cycle of accounts receivable and accounts payable processes.
- Ensure timely and accurate processing of invoices, payments, and receipts.
- Reconcile vendor statements and customer accounts regularly.

- Collaborate with internal departments to resolve discrepancies and ensure smooth financial operations.
- Monitor aging reports and follow up on outstanding receivables.
- Support month-end and year-end closing activities related to AR/AP.
- Maintain compliance with internal controls, accounting standards, and company policies.
- Assist in audits and provide necessary documentation and reports.
- Evaluate and implement process improvements to enhance efficiency and accuracy.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum 3 years of experience in AR/AP accounting within a manufacturing or similar environment.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in accounting software and Microsoft Excel.
- Excellent attention to detail, organizational, and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- English proficiency required.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description