

シンガポールの求人なら JAC Recruitment Singapore

PR/095672 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1553291

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 08:01

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 Executive

Location: Singapore - Central

Your New Company

A fast-growing precision oncology startup headquartered in Singapore and the United States is transforming cancer care through cutting-edge diagnostics. With CLIA-licensed laboratories in both regions, the company delivers ultrasensitive, non-invasive liquid biopsy tests that empower doctors and patients with life-changing insights for earlier detection and more effective treatment.

Your New Role

- Manage end-to-end accounts receivable and accounts payable processes, ensuring accuracy, timeliness, and adherence to internal controls.
- Oversee collections from hospitals, healthcare institutions, and strategic partners, maintaining strong relationships and driving timely payments.
- · Conduct 3-way matching of purchase orders, delivery orders, and invoices to ensure accurate and efficient payment

processing.

- · Perform monthly bank reconciliations and promptly resolve any discrepancies.
- · Support monthly financial close activities, including supplier reconciliations and preparation of financial reports.
- Prepare and submit quarterly GST filings to IRAS in compliance with local tax regulations.
- · Assist with year-end audit processes and documentation.
- Collaborate with cross-functional teams across Singapore, the US, and Hong Kong to ensure financial accuracy and
 operational alignment.
- · Support budgeting and forecasting activities led by the Finance Manager.
- · Contribute to ongoing improvements in financial systems, workflows, and internal policies.

Key Qualifications for Success

- ACCA certification or a Bachelor's degree in Accounting, Finance, or a related field.
- Minimum 2 years of relevant experience in finance or accounting, ideally in a startup or fast-paced environment.
- · Proven track record in managing collections and maintaining strong relationships with institutional partners.
- Advanced Excel skills; familiarity with financial systems such as NetSuite, Peakflo, or SAP is a plus.
- Strong attention to detail with the ability to manage multiple priorities in a dynamic environment.
- Excellent communication and interpersonal skills, with a collaborative and solution-oriented mindset.
- Must be a Singapore citizen or permanent resident.
- Excellent command of English, both written and spoken.

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

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