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JAC Recruitment Singapore

## PR/095672 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1553291

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

July 29th, 2025 10:42

### 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: 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](mailto: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  
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EA Personnel: R24122938

#LI-JACSG  
#countrysingapore

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#### Company Description