



PR/159420 | Senior Accounts Executive

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1554719

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 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

A well-established Malaysian company based in Penang, with a strong presence in the wholesale and retail sector is looking for Senior Accounts to manage full set of accounting. The Senior Accounts Executive is responsible for managing the full set of accounts, ensuring accurate financial reporting, compliance with accounting standards, and supporting the finance team in audits, tax filings, and financial analysis. The role requires strong attention to detail, independence, and sound knowledge of financial principles.

Job Responsibilities

- Handle and maintain full set of accounts (GL, AP, AR, Bank Reconciliation).
- Ensure monthly, quarterly, and annual financial closings are completed accurately and on time.
- Prepare financial statements and reports for management review.
- Prepare management reports, financial analysis, and forecasting as required.
- Assist in budgeting and variance analysis
- Support the preparation of audit schedules and liaise with external auditors.
- Ensure compliance with statutory requirements (SST, corporate tax, withholding tax, etc.).
- Prepare and submit tax returns and liaise with tax agents when needed.
- Maintain accurate documentation for internal control and audit purposes.
- Oversee processing of invoices, payments, and receipts.

Job Requirements

- Diploma/Degree in Accounting, Finance, or equivalent
- Minimum 3–5 years of relevant working experience
- High level of integrity, independence, and attention to detail.
- Able to work under tight deadlines and handle multiple tasks.

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Company Description