



## 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**

September 9th, 2025 09:01

### 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

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.

**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