



CR/095549 | Accounting Specialist (6 months maternity cover)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554748

Industry

Audit, Tax Accounting

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:39

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

COMPANY OVERVIEW

A strategic IT solutions provider supporting Japanese enterprises across Southeast Asia, this organization delivers comprehensive services including consulting, application development, infrastructure, cybersecurity, and managed support. Headquartered in Singapore, it combines Japanese quality standards with local agility to drive digital transformation and operational excellence. As part of a global network spanning Asia, Europe, and the Americas, it enables clients to scale and innovate through trusted technology and long-term partnerships.

JOB RESPONSIBILITIES

- Verify payment requests and ensure all necessary supporting documents are provided.
- Enter accounts payable invoices into the accounting system.
- Assist with vendor and bank information setup in the system.
- Generate and record sales invoices in the accounting system.

- Monitor and follow up on outstanding payments.
- Post ad-hoc general ledger entries.
- Organize and archive sales invoices, transaction slips, and GL entries in the designated folder

JOB REQUIREMENTS

- Diploma or higher in Accounting, Finance, or a related field.
- 3 to 5 years of relevant experience in accounting or bookkeeping.
- Familiarity with SAP is an advantage.
- Proficient in Microsoft Office applications.

Working Location: Singapore

Lou Kay Shaun Neal (R22109163)
JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description