



PR/159512 | Account Assistant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1556747

Industry

Education

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 11:01

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 OVERVIEW

The company runs a multi-sector business including franchise operations and wholesale distribution of books, stationery, and café food products. They are hiring an Account Assistant in Kuala Lumpur to handle tasks such as accounts payable/receivable, reconciliation reports, and support for month-end and year-end closing. The role offers practical experience in financial processing, expense verification, and working under tight deadlines in a fast-paced environment.

JOB RESPONSIBILITIES

Prepare and type various documents, reports, and records to support month-end and year-end closing activities, including stock-in, sales, purchase and provision purchase return reconciliation.

Perform bookkeeping including AR, AP, GL

Assist in timely and accurate payment processing of financial transactions

Assist in the filing and management of documents, ensuring records are accurately maintained and organized to support an efficient and streamlined workflow.

To undertake all other duties and responsibilities as instructed by the superior from time to time.

JOB REQUIREMENTS

Minimum of 1 -2 years' experience in accounting or a related role

Solid understanding of bookkeeping and fundamental accounting principles

Proficient in accounting software, Microsoft Excel, and other Microsoft Office tools

Effective communication skills in both English and Mandarin, written and spoken

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Company Description