



PR/095125 | Accounting Supervisor

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1558170

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 07:00

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

Our client Japanese Manufacturing & Trading is looking for a highly motivated and experienced candidate for the position of ACCOUNTING SUPERVISOR

Location: Dong Nai

JOB RESPONSIBILITIES

- Assist the Chief Accountant in managing, supervising, and coordinating all accounting activities; guide the Accounting Department to comply with tax regulations, accounting principles, and internal company policies.
- Record general journal entries into the system accurately and in a timely manner.
- Prepare internal reports, monthly and annual reports such as financial statements, profit/loss forecasts, quarterly consolidated reports for Head Office, and cost analysis.
- Declare and submit taxes such as CIT (Corporate Income Tax), FCT (Foreign Contractor Tax), PIT (Personal Income

Tax), etc., to government authorities on time.

- Supervise cash flow and bank interest.
- Control inventory of consumables and maintenance stock; make provisions if necessary.
- Perform any other related financial tasks or urgent reports as requested.

JOB REQUIREMENTS

- Proficient in Word, Excel, PowerPoint, etc.
- Able to work under high pressure; diligent and detail-oriented.
- College or University degree in Accounting or Auditing (preferably in the relevant field).
- Minimum of 2 years of experience in a similar position.
- Fair English communication skills.

BENEFITS

- Opportunities for professional training and career advancement; personal development support.
- Entitled to other benefits according to company policy

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Company Description