



## PR/095173 | Accountant Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1559158

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 07:00

### 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

#### Company and Job Overview

Our client is a Japanese company about the food wholesalers

#### Job Responsibilities

##### Daily Tasks

- Report daily figures: cash flow, receivable, cost of sales, expenses.
- Plan cash flow, supplier payments, samples, and inventory.
- Review and sign off on payment requests, purchase orders, import/ export expenses, accounting vouchers, product registration, contracts, and customer info.
- Prepare monthly reports and tax declarations.
- Check attendance and salary calculations; submit for approval.
- Verify journal entries by accounting staff.
- Manage access permissions for shared reports on Google Drive.

##### Ad - hoc/ Situational Tasks

- Train new staff in accounting, import/export, and production.
- Organize meetings to resolve issues: debt collection, planning, near - expiry inventory.
- Coordinate audits and tax finalizations.
- Handle inspections from authorities and customers.
- Participate in recruitment screening and interviews.
- Address interdepartmental complaints; support HR in planning company events.

### Job Requirements

- Having from 5 years as Chief Accountant.
- Having professional English proficiency ( TOEIC 700 or IELTS 6.0); able to communicate with Japanese President.
- Minimum 3 years of managerial experience (team of 5+).
- Prefer having experience in wholesale (especially food) or logistics.
- Prefer having background in audit firms or accounting offices.
- Prefer having high curiosity and willingness to take on challenges.
- Prefer having mindset for corporate revitalization.

#LI-JACVN

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### Company Description