



## PR/159242 | Senior Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1559175

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 10:49

### 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 OVERVIEW

A consultancy firm specializing in business management and financial services, including accounting, taxation, and company secretarial support. They help clients streamline operations and focus on growth. They are currently seeking a detail-oriented and reliable Senior Accounts Executive to join our team and manage the full set of accounts from bookkeeping to account closing.

#### JOB RESPONSIBILITIES

- Manage the full set of accounts from bookkeeping to final account closing.
- Perform account reviews and reconciliations, including invoice billing, payment and receipt processing.
- Handle Accounts Receivable (AR) and Accounts Payable (AP) functions.
- Maintain accurate and up-to-date records of invoices and related documentation, including scanning and digital filing.

- Ensure proper document filing and uphold high standards of accuracy in all accounting tasks.
- Oversee daily financial and operational matters in the absence of the manager to ensure continuity and precision.

**JOB REQUIREMENTS:**

- Bachelor's Degree in Accounting or a related field.
- 2 to 4 years of hands-on experience in accounting functions.
- Ability to work independently with minimal supervision.
- Strong multitasking skills and the ability to manage multiple responsibilities efficiently.
- Detail-oriented and organized, with a solid understanding of accounting principles and office operations.

#LI-JACMY

#StateKL

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Company Description