



PR/159655 | Account Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1561503

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 11:02

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

One of our clients is seeking a detail-oriented and proactive Accounts Executive to join their team. The ideal candidate plays a key role in managing financial operations within the healthcare organization. This includes overseeing billing, payments, and financial reporting while ensuring compliance with healthcare regulations and internal policies.

JOB RESPONSIBILITIES

- Handle full set of accounts, including General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR).
- Manage accounts payable and receivable processes.
- Prepare and maintain accurate financial records and reports.
- Reconcile bank statements and monitor cash flow.
- Ensure timely billing and collections from clients and insurance providers.
- Assist in budgeting and forecasting activities.
- Collaborate with internal departments to support financial audits and compliance.
- Maintain confidentiality and integrity of patient and financial data.
- Use accounting software and ERP systems to manage transactions.

- Perform ad hoc tasks or assignments as directed by management.

JOB REQUIREMENTS

- Minimum bachelor's degree in accounting or related field.
- Minimum 2 years of experience in accounting or finance.
- Strong attention to detail and analytical skills.
- Effective communication skills in English and Mandarin.
- Ability to work independently and as part of a team in a fast-paced environment.

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Company Description