



JAC Recruitment

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JAC Recruitment Malaysia

## PR/159350 | Finance Executive

## Job Information

## Recruiter

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## Job ID

1563152

## Industry

Retail

## Job Type

Permanent Full-time

## Location

Malaysia

## Salary

Negotiable, based on experience

## Refreshed

December 23rd, 2025 12:02

## 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

## COMPANY OVERVIEW

A retail company in Kuala Lumpur is looking for a Finance Executive to manage partial accounts.

## JOB RESPONSIBILITIES

- Manage accounts payable functions, including processing various forms of payments within the timeline and ensuring all transactions are accurately recorded.
- Manage accounts receivable functions, including daily updates on the branch's collections, reviewing monthly aging, and issuing invoices.
- Perform bank reconciliation.
- Manage fixed assets, ensuring timely and accurate recording in adherence to company policy.
- Assist in preparing audit and tax schedules for year-end statutory audits, tax computation services, and tax submissions.
- Undertake any ad hoc tasks assigned by superiors or management.

## JOB REQUIREMENTS

- Minimum qualification: Diploma, Degree, or higher in accounting.
- Minimum 6 months to 1 year of experience in Finance/accounts.
- Proficiency in Chinese.

#LI-JACMY

#StateKL

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description