



JAC Recruitment

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JAC Recruitment Malaysia

## PR/159776 | AR Assistant Manager

## Job Information

## Recruiter

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## Job ID

1564942

## Industry

Audit, Tax Accounting

## Job Type

Permanent Full-time

## Location

Malaysia

## Salary

Negotiable, based on experience

## Refreshed

November 11th, 2025 10:50

## 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

A well known Food and Beverage industry looking for Accounts Receivable Assistant Manager. You will be responsible in overseeing the Account Receivable team to ensure timely collections, and accurate reconciliation, while supporting process improvement, data analysis, and cross-functional collaboration to optimize cash flow and maintain financial accuracy.

## Job Responsibilities

- Set objectives for the team that align with the accounting department's goal
- Monitor processing of invoices, credit note and claim
- Monitor and reconcile all promotional activities, trade rebates, and marketing claims against approved budgets and agreements
- Work closely with the finance and sales teams to ensure all claims are properly supported, submitted on time and tracked until settlement
- Identify and resolve discrepancies promptly to minimize financial risk and maintain compliance with company policies

- Conduct credit checks with sales and negotiate with customers in non-payment cases to reduce bad debt exposure
- Prepare monthly, quarterly, annual and adhoc collection forecasts and status updates for management review
- Support AR clerks daily, train new members and stay updated on industry and legislative changes

#### Job Requirements

- Bachelor in Accounting or any other related field
- Minimum 5 years of working experience in Accounts Receivable and credit control
- Familiarity with advanced formulas in MS Excel
- Excellent analytical skills along with the ability to create and present detailed reports
- Ability to accurately process numerical data
- Team management and negotiation skills
- Problem solving attitude

#LI-JACMY  
##stateSelangor

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