



PR/159968 | Finance and Accounting Executive

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1572184

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 11:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

An established service hub in Bayan Lepas, Penang is looking for a finance and accounting executive to be part of their team. You will be a key part of operation accounting in the company including AR, AP, GL, bookkeeping and etc.

Job Responsibilities

- Handle full set of accounts
- Prepare and analyze financial statements including balance sheets, income statements, and cash flow statements.
- Ensure the accuracy, completeness, and compliance of financial reports with accounting standards and regulations.
- Assist in the preparation of budgets and forecasts.
- Prepare and file tax returns in compliance with local tax laws and regulations.
- Ensure timely payment of taxes and adherence to tax deadlines.

- Assist with tax planning and strategies to minimize tax liabilities

Job Requirement

- Bachelor's degree in accounting, Finance
- Strong knowledge of accounting principles, practices, and regulations.
- Proficiency in accounting software and MS Office, particularly Excel.

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Company Description