



## PR/160011 | Accounts Receivable Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1572788

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 31st, 2026 08:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

One of the leaders in Malaysia's distribution sector, delivering products ranging from food and beverages to personal care and household essentials. Covering over 200 international and domestic third-party brands, they play a crucial role in F&B and broader consumer goods market.

#### Job Responsibilities:

- Oversee the full process of trade claim management for the entire Group, including to validate and monitor the documents, timelines, and execution.
- Oversee end-to-end management billing across the Group, including to verify transactions and billings for all branches, to validate calculations and supporting documents, and ensure all claims are properly recorded, invoiced and followed up.
- Validate and ensure all credit notes are billed accurately to distributors.

- Validate and process all fixed and variable salary subsidies, incentives claim, and distributor incentives accurately and timely.
- Investigate disputed or rejected claims and identify root causes; thereby coordinate with suppliers and internal teams to resolve discrepancies.
- Maintain strong relationships and work closely with suppliers, logistics/transport teams, and internal Finance, Sales, Logistics, and Procurement
- Prepare monthly trade claim and recovery reports; thereby identify trends and propose improvements to enhance recovery rate.
- Enforce compliance with internal SOPs and supplier requirements

Job Requirements:

- Bachelor's degree or Professional degree in accounting or finance (i.e.: ACCA, CGMA, CPA) are encouraged to apply.
- Possesses at least 5 years' experience in claims, billing, accounts receivable, or finance operations is a plus.
- High accuracy, analytical skills, and strong communication capability.
- Proficient in Excel and financial/ERP systems/DMS Systems

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## Company Description