



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

January 20th, 2026 10:16

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