



PR/159991 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1574838

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 10:54

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

The company is a long-established global provider of workplace and learning solutions, with a strong presence across Asia and other international markets. The company operates across multiple business domains, offering a diverse portfolio that includes office furniture, stationery products, and integrated spatial solutions designed to support evolving workstyles.

Job Responsibilities

- Manage daily accounting operations, including data entry, journal entries, and account reconciliations.
- Assist in preparing monthly financial reports and management accounts.
- Handle accounts payable and receivable activities, such as invoicing, billing, and processing payments.
- Ensure all financial transactions are recorded accurately and promptly.

- Support audit and tax processes by preparing required schedules, documents, and supporting materials.
- Maintain organized and up-to-date filing and documentation of accounting records.
- Provide support for any ad-hoc accounting or administrative tasks assigned by the supervisor.

Job Requirements

- Diploma or Bachelor's Degree in Accounting, Finance, or a related field.
- 2–3 years of accounting experience in a commercial setting, audit environment, or accounting firm.
- Proficient in Microsoft Excel and familiar with accounting software such as SAGE, SQL, or equivalent systems.

#LI-JACMY

#countrymalaysia

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Company Description