



PR/096631 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1577605

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 24th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

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

COMPANY OVERVIEW

A leading Japanese manufacturer, specializing in high-precision mechanical components such as linear motion systems, ball screws, and seismic isolation devices. The organization operates globally across Japan, Europe, the Americas, China, and other regions, supporting industries including industrial automation, robotics, semiconductor manufacturing, aerospace, and medical equipment. It is recognized for pioneering linear motion technology and maintaining a strong international production network with over 13,000 employees worldwide.

JOB RESPONSIBILITIES

We are seeking a detail-oriented and motivated Accounts Executive to support our accounting operations. This role involves handling a simple full set of accounts, ensuring accurate financial entries, and assisting with monthly, quarterly, and yearly financial processes.

- Manage simple full set of accounts (AP/AR/FA/General Ledger).

- Review supplier invoices and ensure accurate billing in SAP.
- Input supplier invoices for all expenses, including Fixed Assets, into SAP.
- Handle payment collection and update AP/AR records.
- Ensure timely payments to vendors and receipt collections from customers.
- Prepare AR collection reports.
- Assist in monthly, quarterly, and year-end closing entries.
- Prepare HQ AP/AR reconciliations.
- Download P&L statements, Balance Sheet, and General Ledger.
- Liaise with auditors and tax agents.
- Update monthly reports and input quarterly and yearly budgets into the system.
- Create customer and vendor codes in SAP.
- Prepare audit schedules, sales data, and inventory reports.
- Assist in preparation of financial statements and AGM documents.
- Support corporate tax preparation work.
- Update and input entries for FRS 16 worksheets.
- Input Time Deposit and Yearly Cashflow details into Coupa.
- Verify employee expense claims through Concur.
- Perform any ad-hoc duties assigned by the superior.

JOB REQUIREMENTS

- Diploma or Degree in Accounting, Finance, or related field.
- LCCI Accounting certification is an advantage.
- Minimum 2–3 years of relevant experience in accounting.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint).
- Experience with SAP, Concur, or other accounting software is an added advantage.
- Strong attention to detail with good written and verbal communication skills.
- A good team player with the ability to work independently when required.
- Fast, accurate, and able to meet deadlines consistently.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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