



PR/095723 | Accounting Officer (Payment / Treasury)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1589981

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 10:58

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, a real estate developer based in Ho Chi Minh City, is looking for an Admin–Accountant Staff.

Job Responsibilities

- Collect enough payments request from other departments with pdf invoice and xml invoice daily, verify documents, carefully check, creation Request for payment and apply payments in Bank system.
- Support full filing documents (soft copy pdf, xml; hard copy...) as per accounting policy and internal requirement if any.
- Printing and saving hard copy document for monthly closing.
- Establish payment schedule with management.
- Register new bank template with HQ approval if any.

- Manage treasury operations relating to Cash-Flow planning, forecasting and liquidity management. Weekly keep tracking of account balance and prepare book transfer from USD to VND monthly.
- Implement and improve cash management system to optimize efficiencies. Prepare expense report and Vietcombank corporate report monthly
- Work with the Bank and prepare corporate bank card for new Expat.
- Working closely with Banks relating to Accounting matters. Good knowledge of banking regulations to manage short-term deposit.
- Supporting collect document related in PIT monthly.
- Prepare and perform ad-hoc reports/information requested by senior manager (if any)
- Supporting external/Internal auditors by providing information requested during the audit process.
- Proactively update current tax policies and disseminate them to other members and timely implementation.
- Well communicate with other departments to collect sufficient accounting information, establishing effective working relationships in the organization, including senior management and functional departments.
- Perform other related duties as assigned.

Job Requirements

- Proven knowledge in finance, laws and regulations related to payment functions.
- Strong analytical skills and high attention to detail and problem-solving skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Good communication and be able to work with other functions to delivery results.
- Advanced computer skills on MS Office (especially Excel skills), accounting software.
- Good at English (both verbal and written)
- At least 3 years related experience (cash payments) required. Experience working for foreign company (including Japanese company) required.
- Experience in payments required.
- Willing to learn, accept challenge to develop in career path.

Interested applicants, click APPLY NOW
#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description