



## PR/160441 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1591459

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 10:16

### General Requirements

**Minimum Experience Level**

Over 1 year

**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

#### Job Responsibilities:

- Assist clients from end-to-end, including to perform monthly, quarterly or yearly accounting services, filing of SST returns, e-invoicing, payroll, and review of monthly accounting records.
- Liaise with client's external auditors or tax agents, including to provide required documents and accounting data, as well as to support in the verification of audit and tax queries.

#### Job Requirements:

- Degree holders in accounting or finance field, or Professional accounting qualification holders are preferred.
- Possesses at least 1-2 years of working experience in accounting firm will be an added advantage.
- Able to handle the full spectrum of accounting functions for a portfolio of clients.

- Proficiency in Microsoft software such as MS Word and Excel
- Knowledge of Xero or QNE accounting software inclusive of payroll, is an added advantage
- Knowledge of SST and e-invoicing regulations and implications
- Familiar with financial reporting work processes and requirements in compliance with the current Malaysian accounting standards
- Able to communicate in English
- Good interpersonal skill and proactive approach

**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