



PR/160441 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1592811

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 19th, 2026 11:12

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

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Company Description