



PR/095990 | General Accountant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599232

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:03

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 is looking for a **General Accountant**

Job Responsibilities**Accounting tasks:**

- Manage all aspects of day-to-day accounting operations involve to sales and purchasing goods, services debit, cash and bank, reimbursement, accrued expense...
- Make a general accounting entry (Book asset and depreciation, allocate prepaid expense...)
- Check the issued e-invoice.
- Statistics and synthesis, analysis of accounting data upon request.
- Periodic internal, financial reports, budget, prepare a report for submitting the DPI, check statistic report.

- Explain data and provide records to auditors and relevant authorities as required.
- The team leader is responsible for providing guidance and support to their subordinates.
- Other tasks assigned by manager.

Tax-related issues:

- Corporate tax issues
- VAT-related issues
- Foreign contractor tax, business tax.
- Deal with tax authorities

Requirements:

- BA in accounting or finance.
- Proficient in office computers.
- Experience using accounting software especially Fast Software (ERP) is an advantage.
- Actual work experiences on IFRSs is an advantage.
- Good communication ability in English or Japanese (Business Level is desirable)
- A minimum of 3 years of experience in a general accountant position.
- Careful, hard-working and honest.
- Withstand pressure and be responsible for work
#LI-JACVN

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Company Description