



PR/160548 | Senior Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599302

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Process and verify supplier invoices, staff claims, and payments
- Prepare and execute payments, including suppliers, fund transfers, loans, statutory, and tax-related payments
- Enter supplier invoices accurately into the SAP system

Perform bank reconciliations and reconcile receivables, bank charges, and related discrepancies

Prepare invoices and submit them via the e-invoicing portal

Prepare monthly payment summaries and maintain accurate financial records and documentation

Job Qualifications

Degree in Accounting, Finance, or related field

Open to candidates from **any industry**

Able to work independently and meet deadlines

#LI-JACMY

#countrymalaysia

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Company Description