



PR/160663 | Accounts Payable Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599359

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:14

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

Job Responsibilities:

- Ensure employee claims are checked, and payment are processed on time
- Full cycle of vendor invoice processing, including vendor creation and other follow-up when required
- Verification of vendors' Statement of Accounts and follow-up on any issue
- Handle enquiries from vendor
- Other duties or tasks as assigned on as needed basis

Job Requirements:

- Diploma or Degree holder in Finance, Accounting or relevant field of studies are welcome to apply.
- Possesses 4 - 5 years of Finance & Accounting experience is preferred.
- Experience in SAP ERP (SD / FI module) and MS Office applications will be an added advantage
- Comfortable working in a cross-cultural environment
- Excellent communication skills and interpersonal skills is a plus.

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Company Description