

PR/161028 | Finance and Accounting Supervisor

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1610001

Industry
Audit, Tax Accounting

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 19:00

General Requirements

Minimum Experience Level
Over 6 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

A newly setup medical solutions provider in Kuala Ketil, Kedah is looking for Finance and Accounting Supervisor to lead the department.

Job Responsibilities:

- Responsible for the company's daily accounting operations, including but not limited to: accounting entries, voucher preparation, ledger maintenance, and preparation of financial statement
- Independently handle bank-related matters, including payment and receipt processing, account management, bank reconciliations, and balance adjustments.
- Manage company cash and bank deposits to ensure fund security and compliant usage, and prepare daily/weekly cash flow reports.
- Follow up on accounts receivable and accounts payable; assist with aging analysis and reconciliation of outstanding

balances.

- Handle basic tasks related to tax filings and assist in ensuring tax compliance.
- Participate in inventory cost accounting and coordinate with the warehouse for periodic stocktaking and reconciliation between records and physical inventory.
- Maintain financial records to ensure all vouchers, ledgers, and reports are complete and well organized.

Job Requirements:

- Diploma or above in Accounting, Finance, or related fields.
- At least 5 years of relevant accounting experience; candidates with experience in manufacturing, healthcare, or trading companies are preferred.
- Familiar with Malaysian accounting standards, tax laws, and relevant regulations
- Able to independently handle full-set accounts and daily cashier duties.
- Proficient in financial software and Microsoft Office (especially Excel)

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