

PR/161205 | Account Manager

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1616875

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview

Our client is a Malaysian property development group with a strong presence in Northern Malaysia, particularly in Perak, Penang, and Kedah. The group has been involved in property development since 1989 and focuses on residential, commercial, industrial, and integrated township developments.

Key Responsibilities:

- Performing daily operational accounting duties.
- Handling full set accounts with knowledge of Emas / mySQL system and general costing basics.
- Arranging monthly agent commission, and incentive payment and preparing agent CP58 annually.
- Review debtors' aging and credit control

- Ensure all transactions are recorded accurately and on a timely basis.
- Review all invoices and documentation for approvals prior to payment.
- Preparation of general ledger, management account and report on a timely basis for Management's review.
- Preparation of accurate Final Accounts for audit and for tax submission purposes.
- Maintaining a proper and organized filing system, ensuring all documentation is up to date and in file.
- Ensure all company policies and controls are always implemented and in place.
- Perform any other duties as and when assigned by the Superior/Management.
- Liaise with tax agents, Auditors, company secretary, bankers and government authorities and respond to queries and requests from internal and external stakeholders.
- Cashflow and treasury management including forecasts.
- Tax planning, filing, and compliance.

Key Requirements:

- Experience in property development or construction OR in audit covering these industries
- Certificate/Diploma in Finance/Accounting, Business Studies, Administration, or related field.
- At least 6 years of working experience in the related field.
- Excellent communication skills, both oral and written in English and Bahasa Malaysia languages.
- Ability to work independently in changing and multi-tasking environment
- Has experience leading teams.

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