


# PR/096295 | Accounting Executive (Real Estate)

## Job Information

**Recruiter**
JAC Recruitment Vietnam Co., Ltd

**Job ID**
1616912

**Industry**
Real Estate Brokerage, Management

**Job Type**
Permanent Full-time

**Location**
Vietnam

**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**
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, a real estate developer and investor, is looking for an Accounting Executive.
Location: Ho Chi Minh City
**Job Responsibilities**

- Collaborate with vendors on billing issuance.
- Be responsible for issuing VAT invoices.
- Monitor and coordinate with vendors regarding collections from tenants and maintain proper accounts receivable (A/R).
- Manage deposits.
- Check, arrange, and process payments, including tax payments.
- Collect, check, and deliver accounting documents to relevant partners for further bookkeeping processing.

- Organize and provide documents, reports, and information to vendors as required.
- Maintain both electronic and physical accounting files.
- Work closely with the Asset Management team to support daily warehouse operations.
- Act as the main point of contact with other departments and external agencies when directed.
- Support the checking of tax reports, including VAT, PIT, CIT, etc.
- Main PIC for handling the audit process.
- Review termly financial statements.
- Support the preparation, review, and submission of Audit Reports, CbCr, CFC, and TP filing.
- Conduct site checkups as instructed.
- Other relevant duties as required and assigned by the company

**Job Requirements**

- Bachelor's degree in Accounting, Finance, or a related field.
- ACCA, CPA, or other professional certificates in Accounting/Finance are a plus.
- At least 3–4 years of relevant accounting experience.
- Experience working in the real estate industry is preferred.
- Excellent communication skills in both English and Vietnamese are required.
- Excellent interpersonal skills with the ability to build and maintain good relationships with internal and external parties.
- Detail-oriented, responsible, self-motivated, and able to work independently
- Interested applicants, click APPLY NOW
  #LI-JACVN

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## Company Description