



JAC Recruitment

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JAC Recruitment Vietnam

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

October 13th, 2026 11:10

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