

PR/161377 | SENIOR ACCOUNTS EXECUTIVE - with a newly start-up manufacturing company in Senai, Johor

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623356

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:17

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 new start-up precision manufacturing company located in Senai, Johor.

Key Responsibilities

• Handle full set of accounts and responsible for smooth month-end closing, monthly reports, and other financial matters.
• Manage day-to-day accounting operations.
• Manage accounts payable, accounts receivable, general ledger entries, and bank reconciliations.
• Prepare and maintain accurate financial statements, reports, and summaries for monthly management review.

• Assist in cash flow, budgeting and financial forecasting for the company.
• Assist in the preparation of annual budgets and periodic financial analysis.
• Liaise with bankers, external auditors and tax consultants for statutory audits and tax filings.
• Ensure compliance with Malaysia's e-invoicing requirements and support the implementation and submission of e-invoice processes in line with LHDN guidelines.
• Develop, implement, and maintain accounting policies, SOP procedures, and internal controls.
• Ensure timely submission of financial reports and compliance with legal and regulatory requirements.
• Handle employee claims, and other financial administration tasks.
• Provide guidance and support to junior finance staff.

• Perform ad-hoc tasks assigned by superior from time to time.

Job Requirements

• Diploma or Degree in Accounting, Finance, or related field.
• Minimum 3–5 years of relevant experience in accounting or finance, preferably in a manufacturing environment.

• Proficient in accounting software (SAP / ERP systems).
• Ability to work independently and handle multiple tasks under tight deadlines
• Effective communication skills with the ability to collaborate across departments and with external parties.

• Strong analytical, organizational, and problem-solving skills.
• High level of integrity, accuracy, with a commitment to confidentiality and ethical accounting practices.

#LI-JACMY

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.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

Company Description