



PR/094767 | Accountant

## 募集職種

## 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

## 求人ID

1536449

## 業種

不動産仲介・管理

## 雇用形態

正社員

## 勤務地

ベトナム

## 給与

経験考慮の上、応相談

## 更新日

2025年04月30日 15:56

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

## Company and job overview

Our client is a Japanese Real estate company.

## Job Responsibilities

- Assist in fully collecting and thoroughly checking accuracy-legality-validity of Invoices/Contracts/Other supporting documents... and sending to the external accounting service provider monthly.
- Assist in filling out documents (soft copy PDF, XML, hard copy, etc) as per accounting policy and internal requirements.
- Assist in creating Request for payment to Head Office/Other Partners (for Service fee/Pay on behalf expense): Draft, sign & stamp, and send.
- Assist in creating Payment Request for payment to Vendors (for Service fee, etc): check e-invoices, payment request,

contracts, attach and send.

- Assist in issuing VAT invoices (sales/service fee/gift/etc) at the end of the month.
- Assist in collaborating with other parties (bank, tax, audit, etc) relating to accounting matters.

#### Job Requirements

- Experience > 5 years' experience in a general accountant position.
- Knowledge and experience in tax, bookkeeping, accounting principles, practices, standards, laws, and regulations.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ownership of assigned tasks, cooperative, flexible, keen to learn new areas.
- Proficiency in speaking and writing English.

#LI-JACVN

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会社説明