



PR/158687 | Account Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1536651

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:03

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

A rapidly growing company in Batu Kawan is seeking for Accounts Executive to oversee full spectrum of accounting functions. The ideal candidate will be responsible to handle accounts payable, accounts receivable, and general ledger entries. This role requires at least 1-3 years of accounting experience.

Job Responsibilities

- Handle accounts payable, accounts receivable, and general ledger entries.
- Prepare and process invoices, payments, and financial documents accurately.
- Assist in monthly financial reporting, bookkeeping, and bank reconciliations.
- Ensure timely payment follow-ups and invoice processing.

- Maintain proper financial records and documentation for audits and tax filing.
- Work closely with auditors, tax consultants, and relevant authorities when required.
- Support financial administration, including expense management and budget tracking.

Job Requirements:

- Diploma/Degree in Accounting, Finance, or a related field.
- 1-3 years of accounting experience
- Familiar with accounting software and proficient in Microsoft Office (Excel, Word, Outlook).
- Good understanding of financial reporting, taxation, and compliance requirements.
- Proficiency in English, Mandarin, and Bahasa Malaysia is an added advantage.

会社説明