



PR/158936 | Account Executive cum Admin

## 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

1536798

## 業種

小売

## 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 16:05

## 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 OVERVIEW

A marketing company enhance in lifestyle is seeking an Account Executive to manage a full set of accounts. Responsibilities include overseeing financial transactions, preparing financial reports, ensuring compliance with accounting standards.

## JOB DESCRIPTIONS

- Handle full sets of accounts, including journal entries and reconciliations.
- Oversee all aspects of the company's accounting matters, including month-end and year-end closing processes, financial statement preparation, audits, process management, and compliance with accounting, tax, and other guidelines.
- Prepare and review financial statements and reports to ensure accuracy and compliance with accounting standards and regulations.
- Conduct monthly, quarterly, and annual closing activities and account reconciliations.

- Manage accounts payable and receivable functions, ensuring timely payments and collections.
- Oversee cash flow management, budget preparation, and forecasting reports.
- Handle payroll calculations and submissions (Below 15 employees)
- Prepare employment letters, personnel files, and other HR-related documents.
- Coordinate with external auditors, tax agents, and other stakeholders for audit and tax matters.
- Maintain proper accounting records and documentation in accordance with company policies and procedures.
- Undertake ad-hoc tasks and projects as assigned by management.

#### JOB REQUIREMENTS

- 3-4 years of experience specialized in finance or equivalent.
- Experience in Basic HR duties (Payroll etc)
- Possess at least a Diploma / Degree in Accountancy or equivalent accounting qualification.
- Proficient in MS Excel and other MS office applications.
- Good organizational and communication skills.
- Meticulous, hands-on and good team player.
- Independent, meticulous with analytical mind.

#LI-JACMY

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会社説明