



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



PR/158371 | Finance Manager

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

1540790

業種

土木

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06月17日 01:00

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

JOB RESPONSIBILITIES

- Assist in preparing monthly financial statements.
- Manage daily Accounts Receivables tasks, ensuring accurate record-keeping.
- Review AR aging and follow up on overdue accounts.
- Support credit control and timely reporting of overdue AR.
- Oversee daily Accounts Payables operations, including payment processing.
- Close AP accounts monthly and reconcile with vendor statements.
- Ensure timely and accurate filing.
- Coordinate with external auditors during audits.
- Submit quarterly SST and other statutory reports.
- Conduct inventory stock takes in the warehouse.
- Collaborate with intercompany and external customers to resolve AR issues promptly.
- Assist with other accounting duties as assigned by the Senior Finance Manager.

JOB REQUIREMENT

- Bachelor Degree, Professional accounting certificate would be added advantage
- Candidates from construction, real estate, facilities management or data center industry would be preferred
- Willing to work fully onsite in Cyberjaya
- Willing to travel to Johor (not frequent basis)
- Mandarin speaker is preferred

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#stateselangor

会社説明