



PR/158970 | Account Executive (Based in Kinrara Puchong)

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

1541039

業種

監査・税理士法人

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 05:00

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

Company Information

A company based in Kinrara, Puchong is looking for an account executive role to handle active and dormant accounts of the company.

Key Responsibilities:

- To perform accounting data entry.
- To check and ensure that all cash books for receipts and payments are correctly and accurately taken up on daily basis.
- To prepare tax analysis for relevant accounts.

- Assist in AP, bank re-con
- To prepare monthly management accounts.
- To coordinate for year-end audit.
- To execute all policies, activities, procedures, instructions as relevant and required by the quality management system

Key Requirements:

- Candidate graduate at least a Certificate/ LCCI/ Diploma/ Adv Diploma/ Degree or higher in accounting.
- With 3 months to one year working experience in Accounts
- Has own transportation
- Chinese speaker

会社説明