



PR/158987 | Senior Accountant

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

1541051

業種

電気・電子・半導体

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05月20日 12:40

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 Bayan Lepas is seeking for Accountant to handle monthly E-invoice and SST declarations, tax declarations (CP204, Form C, WHT), accounting and report conversion per MFRS, annual audit coordination, inventory management and transaction reconciliation, and other tasks as assigned by the leader.

The ideal candidate will be responsible to ensure timely submission of company's financial reporting according to group reporting deadlines. This role requires at least 3 years of experience in full set of accounts.

Job Responsibilities

- Responsible for Full sets of accounts, Fixed assets, entering journals, bank reconciliation, balance sheet reconciliation & intercompany reconciliation, Accounts Payable (processing invoices and payments).
- Review employee expense claims & Internal audit.
- Liaising with third party advisors/bookkeepers on statutory requirements.
- working with tax advisors, responsible for all tax compliance but not limited to, annual/quarter/month tax filings, etc.

- Company Secretarial & other matters.
- Payroll - Responsible for reviewing and approve payroll, including employee annual income return and all other statutory returns.
- To assist Internal Auditor team in audit at sub-con sites and/or distributor sites

Job Requirement

- Monthly insurance of E-invoice and SST declaration.
- Tax declaration work such as CP204 Form C WHT;
- According to MFRS (Malaysian Financial Reporting Standards), accounting and report conversion.
- Annual audit communication and coordination.
- Collaborate with internal companies to manage inventory and reconcile transactions.
- Other work arranged by the leader.

会社説明