



PR/094430 | ACCOUNTING ASSISTANT MANAGER

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1541359

業種

土木

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年06月03日 12:01

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

JAC's client is a foreign real estate investor who is looking for an Accounting Assistant Manager

Location: Ho Chi Minh/Binh Duong

Working time: 8:00 - 17:00 (Mon-Fri), 3 days working in Binh Duong, 2 days working in HCM

Job Responsibilities

- Guidance and Training on Accounting Tasks for Projects as regulations
- Prepare periodic budgets for projects, manage budgets and income/expenses in the budget or arises, to be ready to generate financial reports as requested by relevant parties.
- Calculate and notify receivables from residents/tenants/contractors at the project.
- Collect, coordinate collection, and monitor receivables, including daily parking fees, construction deposit collection, and refund.
- Deposit cash receipts, process payment requests for receivables, and track accounts receivable and payable.
- Handle accounts receivable tasks (invoice issuance, service fee calculation, etc.) and accounts payable tasks (supplier payment processing, related accounting documents, etc.).
- Identify and report risks/potential issues to prevent and mitigate arising problems.
- Prepare data files and coordinate with internal and external audit teams.
 - Address queries/requests from the Investor/Management Board/Residents/Tenants (if any).

- Generate related reports (when requested).
- Support project accounting tasks (as needed).
- Other tasks will be assigned by the Manager/ Team Leader

Job Requirements

- Bachelor's degree, majoring in Accounting or relevant fields.
- At least 2 years of experience in Accountant role at Building & Real Estate Management Service Company.
- Basic English communication skills.
- Basic Microsoft Office skills.
- Proficient in accounting software (Fast, Misa, etc.)

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

会社説明