



PR/094850 | Accounting Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1542415

業種

不動産仲介・管理

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05月27日 10:38

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

Our client is a Real estate company.

Job Responsibilities

- Manage 01 Accounting staff member.
- Well communicate with other departments to collect sufficient accounting information, establish effective working relationships in the organization, including the management and functional departments.
- Fully collect and check thoroughly accuracy-legality-validity of Invoices/Contracts/Other supporting documents and send to an external auditor monthly.
- Support all accounting/admin members in fulfilling the requirements, especially during busy times.
- Check/review bookkeeping (accounts/ledger), financial statement (BS/PL/CF), tax declarations (VAT/CIT/PIT/License

tax/FCT if any) prepared by an external auditor.

- Support saving bank fee invoice daily, bank statement monthly and do bank reconcile accordingly.
- Issue VAT invoice (sales/service fee/gift/...) at month end.
- Support creating Request for payment to Head Office, etc. (for Service fee/Pay on behalf expense): Draft, sign & stamp, and send.
- Coordinate data collection for annual budget preparation and budget control.
- Support internal auditors.

Job Requirements

- Bachelor's degree in accounting or finance required.
- At least 8 years related experience required.
- Experience working for Japanese company required.
- Experience in management required.
- Experience as a Chief Accountant.
- Fluent in English (both verbal and written).

#LI-JACVN

会社説明