



PR/094919 | AP ACCOUNTANT for a reputable Japanese construction company

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1545463

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24日 10:39

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 large Japanese real estate company.

Job Responsibilities

- Process accounts payable transactions: verify invoices, prepare payments, and reconcile bank statements.
- Manage vendor accounts, communicate and resolve any discrepancies in a timely manner.
- Support monthly account reconciliation, financial reporting, and internal audits.
- Ensure expense compliance with company policies and proper filing of accounting documents.
- Collaborate with the accounting team to improve workflows and maintain accurate records.

Job Requirements

- Bachelor's degree in accounting or finance, under 30 years old.
- At least 2 years of experience in accounts payable or related roles.
- Proficient in accounting software (e.g., SAP, MISA) and Microsoft Excel.
- Strong attention to detail, organizational and time management skills.
- Good communication skills in English; proactive, willing to learn, and based in Hanoi.

Job Benefit

Salary: Up to 22M

#LI-JACVN

会社説明