



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



PR/159242 | Senior Accounts Executive

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

1546512

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07月01日 17:43

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 OVERVIEW

A consultancy firm specializing in business management and financial services, including accounting, taxation, and company secretarial support. They help clients streamline operations and focus on growth. They are currently seeking a detail-oriented and reliable Senior Accounts Executive to join our team and manage the full set of accounts from bookkeeping to account closing.

JOB RESPONSIBILITIES

- Manage the full set of accounts from bookkeeping to final account closing.
- Perform account reviews and reconciliations, including invoice billing, payment and receipt processing.
- Handle Accounts Receivable (AR) and Accounts Payable (AP) functions.

- Maintain accurate and up-to-date records of invoices and related documentation, including scanning and digital filing.
- Ensure proper document filing and uphold high standards of accuracy in all accounting tasks.
- Oversee daily financial and operational matters in the absence of the manager to ensure continuity and precision.

JOB REQUIREMENTS:

- Bachelor's Degree in Accounting or a related field.
- 2 to 4 years of hands-on experience in accounting functions.
- Ability to work independently with minimal supervision.
- Strong multitasking skills and the ability to manage multiple responsibilities efficiently.
- Detail-oriented and organized, with a solid understanding of accounting principles and office operations.

#LI-JACMY

#StateKL

会社説明