



PR/159180 | 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

1548143

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08日 16:36

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

There are expanding accounting firms at KL Centre are dedicated to providing top-notch financial services to their diverse clientele. As they continue to grow, they are seeking diligent and detail-oriented Accounts Staff to join their team and contribute to their success. The Accounts Staff will be responsible for managing bookkeeping tasks and ensuring the accurate and timely closing of accounts. This role is crucial in maintaining the financial integrity of our clients' records and supporting the overall financial operations of the firm.

Job Responsibilities

Maintain accurate and up-to-date financial records, including recording transactions, reconciling accounts, and managing ledgers.

Assist in the monthly, quarterly, and annual closing processes, ensuring all financial statements are prepared accurately and on time.

Prepare and generate financial reports, including balance sheets, income statements, and cash flow statements.

Ensure compliance with accounting standards and regulations, conducting regular audits and reviews.

Communicate with clients to gather necessary financial information and provide updates on their accounts.

Job Requirements

Bachelor's degree in Accounting, Finance, or related field.

Minimum of 2 -5 years of experience in bookkeeping or accounting roles.

Strong knowledge of accounting principles and practices.

Excellent attention to detail and organizational skills.

Strong communication and interpersonal skills.

#LI-JACMY

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明