



PR/094944 | Accountant cum Admin

**募集職種**

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1549564

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07月08日 17:16

**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

- Collect enough payments request from other departments with pdf invoice and xml invoice daily, verify documents, carefully check, creation Request for payment and apply payments in Bank system.
- Support full filing documents (soft copy pdf, xml; hard copy...) as per accounting policy and internal requirement if any.
- Printing and saving hard copy document for monthly closing.

- Establish payment schedule with management.
- Register new bank template with HQ approval if any.
- Manage treasury operations relating to Cash-Flow planning, forecasting and liquidity management. Weekly keep tracking of account balance and prepare book transfer from USD to VND monthly.

#### Job Requirements

- Associate, Bachelor's degree in accounting or finance required.
- At least 3 years of related experience required.
- Proven knowledge in finance and accounting standards, laws, and regulations related to AP functions and Treasury functions.
- Good at English (both verbal and written).
- Experience in AP function and management required.

#LI-JACVN

**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