



PR/159272 | 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

1551942

業種

その他（メーカー）

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15日 10:20

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 & Job Overview

A rapidly growing manufacturing company in Penang mainland is seeking for Accounts executive to help the business to manage the full spectrum of financial operations. The ideal candidate will be responsible to prepare and analyze financial statements, maintaining accurate records, reconciling transactions, processing payments, ensuring compliance, supporting audits, and collaborating across departments to drive financial integrity and operational efficiency. This role requires at least 3 years of accounting experiences

Job Description

- Responsible to prepare and analyze of financial statements, reports, and budgets.
- Maintain accurate and organized financial records, including journal entries, ledgers, and accounts receivable/payable.

- Reconcile financial transactions, accounts, and discrepancies to ensure accuracy and integrity of financial data.
- Prepare and process invoices, payments, expense reports, and other financial transactions.
- Monitor and track financial transactions, expenses, and budgets to ensure compliance with regulations and company policies.
- Collaborate with other departments, such as purchasing, sales, and operations, to coordinate financial activities and support business operations.
- Provide support and assistance to auditors, tax professionals, and regulatory agencies during audits and examinations.
- Stay updated on accounting standards, regulations, and best practices to ensure compliance and accuracy in financial reporting.
- Other duties and responsibilities assigned from time to time.

Job Requirements

- Proven experience in preparing and analyzing financial statements, reports, and budgets.
 - Strong ability to maintain accurate financial records, including journal entries, ledgers, and accounts receivable/payable.
 - Proficiency in reconciling financial transactions and resolving discrepancies.
 - Experience in processing invoices, payments, and expense reports.
 - Knowledge of financial compliance and ability to monitor transactions against company policies and regulations.
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- Familiarity with audit processes and ability to support auditors, tax professionals, and regulatory agencies.

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会社説明