



PR/095021 | AR / AP Accountant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1553264

業種

その他（メーカー）

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12月02日 06:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Job Title: AR/AP Accountant

Location: Bac Ninh, Vietnam

Position Overview:

Our client is a global leader in designing and manufacturing high-performance interconnect systems for industries such as automotive, aerospace, industrial, and consumer electronics, with strong operations in Vietnam and other key hubs.

We are seeking a detail-oriented and proactive AR/AP Accountant to manage and optimize the company's accounts receivable and accounts payable processes. This role plays a critical part in ensuring financial accuracy, timely payments, and strong vendor and customer relationships.

Key Responsibilities:

- Manage the full cycle of accounts receivable and accounts payable processes.
- Ensure timely and accurate processing of invoices, payments, and receipts.
- Reconcile vendor statements and customer accounts regularly.
- Collaborate with internal departments to resolve discrepancies and ensure smooth financial operations.

- Monitor aging reports and follow up on outstanding receivables.
- Support month-end and year-end closing activities related to AR/AP.
- Maintain compliance with internal controls, accounting standards, and company policies.
- Assist in audits and provide necessary documentation and reports.
- Evaluate and implement process improvements to enhance efficiency and accuracy.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum 3 years of experience in AR/AP accounting within a manufacturing or similar environment.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in accounting software and Microsoft Excel.
- Excellent attention to detail, organizational, and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- English proficiency required.

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