



シンガポールの求人なら  
JAC Recruitment Singapore

## PR/095672 | 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 シンガポール

#### 求人ID

1553291

#### 業種

福祉・介護

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月26日 09:01

### 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

Job Title: Accounts Executive

Location: Singapore – Central

Your New Company

A fast-growing precision oncology startup headquartered in Singapore and the United States is transforming cancer care through cutting-edge diagnostics. With CLIA-licensed laboratories in both regions, the company delivers ultrasensitive, non-invasive liquid biopsy tests that empower doctors and patients with life-changing insights for earlier detection and more effective treatment.

Your New Role

- Manage end-to-end accounts receivable and accounts payable processes, ensuring accuracy, timeliness, and adherence to internal controls.
- Oversee collections from hospitals, healthcare institutions, and strategic partners, maintaining strong relationships and

driving timely payments.

- Conduct 3-way matching of purchase orders, delivery orders, and invoices to ensure accurate and efficient payment processing.
- Perform monthly bank reconciliations and promptly resolve any discrepancies.
- Support monthly financial close activities, including supplier reconciliations and preparation of financial reports.
- Prepare and submit quarterly GST filings to IRAS in compliance with local tax regulations.
- Assist with year-end audit processes and documentation.
- Collaborate with cross-functional teams across Singapore, the US, and Hong Kong to ensure financial accuracy and operational alignment.
- Support budgeting and forecasting activities led by the Finance Manager.
- Contribute to ongoing improvements in financial systems, workflows, and internal policies.

#### Key Qualifications for Success

- ACCA certification or a Bachelor's degree in Accounting, Finance, or a related field.
- Minimum 2 years of relevant experience in finance or accounting, ideally in a startup or fast-paced environment.
- Proven track record in managing collections and maintaining strong relationships with institutional partners.
- Advanced Excel skills; familiarity with financial systems such as NetSuite, Peakflo, or SAP is a plus.
- Strong attention to detail with the ability to manage multiple priorities in a dynamic environment.
- Excellent communication and interpersonal skills, with a collaborative and solution-oriented mindset.
- Must be a Singapore citizen or permanent resident.
- Excellent command of English, both written and spoken.

#### Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW** or send a copy of your updated CV to [bryan.ashwin@jac-recruitment.com](mailto:bryan.ashwin@jac-recruitment.com) for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Bryan Ashwin  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R24122938

#LI-JACSG  
#countrysingapore

**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