



## PR/159420 | 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

1554719

#### 業種

レストラン・フードサービス

#### 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12月16日 01:00

### 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

A well-established Malaysian company based in Penang, with a strong presence in the wholesale and retail sector is looking for Senior Accounts to manage full set of accounting. The Senior Accounts Executive is responsible for managing the full set of accounts, ensuring accurate financial reporting, compliance with accounting standards, and supporting the finance team in audits, tax filings, and financial analysis. The role requires strong attention to detail, independence, and sound knowledge of financial principles.

#### Job Responsibilities

- Handle and maintain full set of accounts (GL, AP, AR, Bank Reconciliation).
- Ensure monthly, quarterly, and annual financial closings are completed accurately and on time.
- Prepare financial statements and reports for management review.
- Prepare management reports, financial analysis, and forecasting as required.
- Assist in budgeting and variance analysis
- Support the preparation of audit schedules and liaise with external auditors.
- Ensure compliance with statutory requirements (SST, corporate tax, withholding tax, etc.).
- Prepare and submit tax returns and liaise with tax agents when needed.
- Maintain accurate documentation for internal control and audit purposes.
- Oversee processing of invoices, payments, and receipts.

### Job Requirements

- Diploma/Degree in Accounting, Finance, or equivalent
- Minimum 3–5 years of relevant working experience
- High level of integrity, independence, and attention to detail.
- Able to work under tight deadlines and handle multiple tasks.

**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