



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159549 | 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

1559202

#### 業種

土木

#### 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09月23日 10:50

### 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 RESPONSIBILITIES

- Handle full set of accounts including General Ledger, Accounts Payable (AP), Accounts Receivable (AR), and Bank Reconciliation.
- Prepare monthly, quarterly, and annual financial statements in compliance with accounting standards.
- Manage daily accounting operations and ensure timely and accurate data entry.
- Monitor cash flow, budgeting, and forecasting to support financial planning.
- Prepare and submit tax filings (e.g., SST, corporate tax) and liaise with tax agents and auditors.
- Ensure compliance with statutory requirements and internal financial policies.
- Maintain proper documentation and filing of all accounting records and supporting documents.
- Assist in year-end audit processes and provide necessary documentation to auditors.
- Liaise with external parties such as banks, auditors, tax agents, and government authorities.
- Support management with financial analysis and ad-hoc reporting as required.

#### JOB REQUIREMENTS

- Diploma/Degree in Accounting, Finance, or a related field.
- Minimum 1–3 years of experience in handling full set of accounts.
- Proficient in accounting software
- Strong knowledge of Malaysian accounting standards and tax regulations.
- Detail-oriented, organized, and able to meet deadlines.
- Good communication skills in English and Malay; Mandarin is an advantage.

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

会社説明