

# マレーシアの求人なら JAC Recruitment Malaysia

# PR/159655 | Account 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

1561503

#### 業種

福祉・介護

#### 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10月28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 OVERVIEW

One of our clients is seeking a detail-oriented and proactive Accounts Executive to join their team. The ideal candidate plays a key role in managing financial operations within the healthcare organization. This includes overseeing billing, payments, and financial reporting while ensuring compliance with healthcare regulations and internal policies.

# JOB RESPONSIBILITIES

- Handle full set of accounts, including General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR).
- Manage accounts payable and receivable processes.
- Prepare and maintain accurate financial records and reports.
- Reconcile bank statements and monitor cash flow.
- Ensure timely billing and collections from clients and insurance providers.
- Assist in budgeting and forecasting activities.
- Collaborate with internal departments to support financial audits and compliance.
- Maintain confidentiality and integrity of patient and financial data.
- Use accounting software and ERP systems to manage transactions.

• Perform ad hoc tasks or assignments as directed by management.

## JOB REQUIREMENTS

- Minimum bachelor's degree in accounting or related field.
- Minimum 2 years of experience in accounting or finance.
- · Strong attention to detail and analytical skills.
- Effective communication skills in English and Mandarin.
- Ability to work independently and as part of a team in a fast-paced environment.

# #LI-JACMY

#StateKL

**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