



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14日 10:49

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.

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会社説明