



## PR/159811 | 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

1565997

業種

旅行・観光

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30日 05:00

## 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

ネイティブ

日本語レベル

基礎会話レベル

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

**Key Responsibilities**

- Manage a full set of accounts and ensure timely preparation of monthly management reports.
- Organize and maintain systematic filing of accounting records and documentation.
- Support cash flow, inventory, and asset management activities.
- Prepare audit, tax, and other required schedules as directed by the supervisor.
- Handle accounts payable and ensure prompt processing of supplier payments.
- Manage accounts receivable and follow up on outstanding customer payments.
- Assist with daily accounting operations and any ad-hoc tasks assigned by the supervisor.

**Minimum Qualifications**

- Degree or professional qualification in Accountancy. Candidates with LCCI Higher/Advanced Diploma in Accounting or equivalent are encouraged to apply.
- At least 2 years of experience in general accounting.

**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