



マレーシアの求人なら  
JAC Recruitment Malaysia

## 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.

#LI-JACMY

#StateKL

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会社説明