



## PR/159999 | Accounts Assistant

### 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

1572781

#### 業種

監査・税理士法人

#### 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

2026年03月17日 10:01

### 応募必要条件

#### 職務経験

1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

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 or partial sets of accounts (monthly, quarterly and yearly) for the portfolio of clients
- Ensure accurate recording of accounting transactions and analyse financial information to prepare meaningful management accounts and supporting schedule
- Prepare financial statements and ensure compliance of accounting standards
- Responsible for full spectrum of payroll functions in relation to the portfolio of clients
- Establish good client relationships through positive interactions with the client's team
- Involve in any other ad hoc duties as assigned

#### **Job Requirements**

- Responsible for managing client bookkeeping and preparing a full set of accounts.

#LI-JACMY  
#countrymalaysia

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会社説明