



## PR/159991 | Accounts 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

1574838

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02月10日 08:00

## 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

## Company Overview

The company is a long-established global provider of workplace and learning solutions, with a strong presence across Asia and other international markets. The company operates across multiple business domains, offering a diverse portfolio that includes office furniture, stationery products, and integrated spatial solutions designed to support evolving workstyles.

## Job Responsibilities

- Manage daily accounting operations, including data entry, journal entries, and account reconciliations.
- Assist in preparing monthly financial reports and management accounts.
- Handle accounts payable and receivable activities, such as invoicing, billing, and processing payments.
- Ensure all financial transactions are recorded accurately and promptly.

- Support audit and tax processes by preparing required schedules, documents, and supporting materials.
- Maintain organized and up-to-date filing and documentation of accounting records.
- Provide support for any ad-hoc accounting or administrative tasks assigned by the supervisor.

#### Job Requirements

- Diploma or Bachelor's Degree in Accounting, Finance, or a related field.
- 2–3 years of accounting experience in a commercial setting, audit environment, or accounting firm.
- Proficient in Microsoft Excel and familiar with accounting software such as SAGE, SQL, or equivalent systems.

#LI-JACMY

#countrymalaysia

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会社説明