



CR/096728 | Accounts Executive (6 months)

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 シンガポール

求人ID

1581737

業種

監査・税理士法人

雇用形態

契約

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年03月10日 10:06

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

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

A global leader in next-generation energy solutions, this organization operates one of the world's most comprehensive value chains—from fuel upstream development and procurement to large-scale thermal and renewable power generation.

JOB RESPONSIBILITIES

- Manage vendor invoices and staff expense claims using SAP S/4HANA and SAP Concur, ensuring compliance with internal finance and procurement policies.
- Perform three-way matching and resolve invoice/expense discrepancies with vendors and stakeholders.
- Handle end-to-end payment processes, including payment run preparation and coordination with approvers.
- Update daily bank balances and monitor cash positions for accuracy.
- Support short-term cash flow forecasting with timely inputs.
- Provide first-level support to SAP Concur users on basic troubleshooting and usage queries.
- Perform AP sub-ledger vs. general ledger reconciliations.
- Prepare bank reconciliations and resolve outstanding items promptly.
- Reconcile Concur transactions with S/4HANA postings, investigating interface variances or timing differences.
- Support the monthly closing process according to the finance close schedule.

JOB REQUIREMENTS

- Diploma or Degree in Accounting, Finance, or equivalent.
- At least 5 years of relevant experience in finance operations, AP, or shared services roles.
- Strong hands-on knowledge of SAP S/4HANA and SAP Concur is highly advantageous.
- Proficient in Microsoft Excel (reconciliations, data analysis, structured workbooks).
- Solid understanding of basic accounting principles and internal controls.

Working Location: Singapore

Lou Kay Shaun Neal (R22109163)
JAC Recruitment Pte. Ltd. (90C3026)

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会社説明