



PR/160441 | 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

1589455

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04月21日 10:24

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

ビジネス会話レベル

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:

- Assist clients from end-to-end, including to perform monthly, quarterly or yearly accounting services, filing of SST returns, e-invoicing, payroll, and review of monthly accounting records.
- Liaise with client's external auditors or tax agents, including to provide required documents and accounting data, as well as to support in the verification of audit and tax queries.

Job Requirements:

- Degree holders in accounting or finance field, or Professional accounting qualification holders are preferred.
- Possesses at least 1-2 years of working experience in accounting firm will be an added advantage.
- Able to handle the full spectrum of accounting functions for a portfolio of clients.

- Proficiency in Microsoft software such as MS Word and Excel
- Knowledge of Xero or QNE accounting software inclusive of payroll, is an added advantage
- Knowledge of SST and e-invoicing regulations and implications
- Familiar with financial reporting work processes and requirements in compliance with the current Malaysian accounting standards
- Able to communicate in English
- Good interpersonal skill and proactive approach

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