



PR/095723 | Accounting Officer (Payment / Treasury)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1591485

業種

不動産仲介・管理

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2026年05月12日 10:25

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

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

Company and Job Overview

JAC's client, a real estate developer based in Ho Chi Minh City, is looking for an Admin–Accountant Staff.

Job Responsibilities

- Collect enough payments request from other departments with pdf invoice and xml invoice daily, verify documents, carefully check, creation Request for payment and apply payments in Bank system.
- Support full filing documents (soft copy pdf, xml; hard copy...) as per accounting policy and internal requirement if any.
- Printing and saving hard copy document for monthly closing.
- Establish payment schedule with management.
- Register new bank template with HQ approval if any.

- Manage treasury operations relating to Cash-Flow planning, forecasting and liquidity management. Weekly keep tracking of account balance and prepare book transfer from USD to VND monthly.
- Implement and improve cash management system to optimize efficiencies.
Prepare expense report and Vietcombank corporate report monthly
- Work with the Bank and prepare corporate bank card for new Expat.
- Working closely with Banks relating to Accounting matters. Good knowledge of banking regulations to manage short-term deposit.
- Supporting collect document related in PIT monthly.
- Prepare and perform ad-hoc reports/information requested by senior manager (if any)
- Supporting external/Internal auditors by providing information requested during the audit process.
- Proactively update current tax policies and disseminate them to other members and timely implementation.
- Well communicate with other departments to collect sufficient accounting information, establishing effective working relationships in the organization, including senior management and functional departments.
- Perform other related duties as assigned.

Job Requirements

- Proven knowledge in finance, laws and regulations related to payment functions.
- Strong analytical skills and high attention to detail and problem-solving skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Good communication and be able to work with other functions to delivery results.
- Advanced computer skills on MS Office (especially Excel skills), accounting software.
- Good at English (both verbal and written)
- At least 3 years related experience (cash payments) required.
Experience working for foreign company (including Japanese company) required.
- Experience in payments required.
- Willing to learn, accept challenge to develop in career path.

Interested applicants, click APPLY NOW
#LI-JACVN

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