



PR/161028 | Finance and Accounting Supervisor

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

1610001

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09月01日 13:56

応募必要条件

職務経験

6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

A newly setup medical solutions provider in Kuala Ketil, Kedah is looking for Finance and Accounting Supervisor to lead the department.

Job Responsibilities:

- Responsible for the company's daily accounting operations, including but not limited to: accounting entries, voucher preparation, ledger maintenance, and preparation of financial statement
- Independently handle bank-related matters, including payment and receipt processing, account management, bank reconciliations, and balance adjustments.
- Manage company cash and bank deposits to ensure fund security and compliant usage, and prepare daily/weekly cash flow reports.
- Follow up on accounts receivable and accounts payable; assist with aging analysis and reconciliation of outstanding

balances.

- Handle basic tasks related to tax filings and assist in ensuring tax compliance.
- Participate in inventory cost accounting and coordinate with the warehouse for periodic stocktaking and reconciliation between records and physical inventory.
- Maintain financial records to ensure all vouchers, ledgers, and reports are complete and well organized.

Job Requirements:

- Diploma or above in Accounting, Finance, or related fields.
- At least 5 years of relevant accounting experience; candidates with experience in manufacturing, healthcare, or trading companies are preferred.
- Familiar with Malaysian accounting standards, tax laws, and relevant regulations
- Able to independently handle full-set accounts and daily cashier duties.
- Proficient in financial software and Microsoft Office (especially Excel)

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