


# PR/096295 | Accounting Executive (Real Estate)

## 募集職種

**人材紹介会社**
JAC Recruitment Vietnam Co., Ltd

**求人ID**
1616912

**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10月27日 07:00

## 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 and investor, is looking for an Accounting Executive.
Location: Ho Chi Minh City
**Job Responsibilities**

- Collaborate with vendors on billing issuance.
- Be responsible for issuing VAT invoices.
- Monitor and coordinate with vendors regarding collections from tenants and maintain proper accounts receivable (A/R).
- Manage deposits.
- Check, arrange, and process payments, including tax payments.
- Collect, check, and deliver accounting documents to relevant partners for further bookkeeping processing.

- Organize and provide documents, reports, and information to vendors as required.
- Maintain both electronic and physical accounting files.
- Work closely with the Asset Management team to support daily warehouse operations.
- Act as the main point of contact with other departments and external agencies when directed.
- Support the checking of tax reports, including VAT, PIT, CIT, etc.
- Main PIC for handling the audit process.
- Review termly financial statements.
- Support the preparation, review, and submission of Audit Reports, CbCr, CFC, and TP filing.
- Conduct site checkups as instructed.
- Other relevant duties as required and assigned by the company

**Job Requirements**

- Bachelor's degree in Accounting, Finance, or a related field.
- ACCA, CPA, or other professional certificates in Accounting/Finance are a plus.
- At least 3–4 years of relevant accounting experience.
- Experience working in the real estate industry is preferred.
- Excellent communication skills in both English and Vietnamese are required.
- Excellent interpersonal skills with the ability to build and maintain good relationships with internal and external parties.
- Detail-oriented, responsible, self-motivated, and able to work independently
- 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