


# PR/161377 | SENIOR ACCOUNTS EXECUTIVE - with a newly start-up manufacturing company in Senai, Johor

## 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**
1623356

**業種**
その他（メーカー）

**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11月17日 10:17

## 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**
流暢レベル

**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 Overview**

Our client is a new start-up precision manufacturing company located in Senai, Johor.

**Key Responsibilities**

• Handle full set of accounts and responsible for smooth month-end closing, monthly reports, and other financial matters.
• Manage day-to-day accounting operations.
• Manage accounts payable, accounts receivable, general ledger entries, and bank reconciliations.
• Prepare and maintain accurate financial statements, reports, and summaries for monthly management review.

• Assist in cash flow, budgeting and financial forecasting for the company.
• Assist in the preparation of annual budgets and periodic financial analysis.
• Liaise with bankers, external auditors and tax consultants for statutory audits and tax filings.
• Ensure compliance with Malaysia's e-invoicing requirements and support the implementation and submission of e-invoice processes in line with LHDN guidelines.
• Develop, implement, and maintain accounting policies, SOP procedures, and internal controls.
• Ensure timely submission of financial reports and compliance with legal and regulatory requirements.
• Handle employee claims, and other financial administration tasks.
• Provide guidance and support to junior finance staff.

• Perform ad-hoc tasks assigned by superior from time to time.

**Job Requirements**

• Diploma or Degree in Accounting, Finance, or related field.
• Minimum 3–5 years of relevant experience in accounting or finance, preferably in a manufacturing environment.

• Proficient in accounting software (SAP / ERP systems).
• Ability to work independently and handle multiple tasks under tight deadlines
• Effective communication skills with the ability to collaborate across departments and with external parties.

• Strong analytical, organizational, and problem-solving skills.
• High level of integrity, accuracy, with a commitment to confidentiality and ethical accounting practices.

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会社説明