



Ref: MY - PR/157893 | Accounts Executive (Klang)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1494674

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 18th, 2024 09:52

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our clients are Australian originated leading innovators in the development and manufacturing of sustainable resins currently seeking a dedicated and detail-oriented Accounts Executive to support their Regional Finance Manager. This role is integral to ensuring the smooth execution of daily accounting functions and timely reporting and will be based in Klang, Selangor.

KEY RESPONSIBILITIES

- Manage Accounts Payable (AP) and Accounts Receivable (AR) processes.
- Assist in month-end and year-end closing activities.
- Prepare and maintain accurate bank reconciliations.
- Ensure precision in accounting records and transactions.

- Generate and prepare monthly financial reports for management review.
- Monitor and reconcile general ledger accounts.
- Assist in budget preparation and forecasting.
- Support the implementation of internal controls and accounting policies.
- Handle inquiries related to billing and payment issues.
- Coordinate with external parties including auditors, tax agents, and bankers.
- Assist in the preparation of tax filings and compliance documentation.
- Conduct periodic audits of accounts and transactions.

JOB REQUIREMENTS

- Minimum Diploma in Accounting or a related field.
- 2 years of relevant work experience in accounting and managing full set accounts would be an added advantage.
- Experience within the manufacturing industry is a plus.
- Proficient in accounting software and Microsoft Office Suite.
- Strong analytical skills and attention to detail.
- Effective communication and interpersonal skills with a high proficiency in English.

Company Description