



## PR/158084 | Accountant

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1505307

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:35

### 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

#### JOB RESPONSIBILITIES

- Prepare and assist in preparing a full set of accounts for a subsidiary of a Nasdaq-listed company, focusing on Accounts Receivable, Deposit accounts (both receivables and payables), Contra accounts, Accruals, Advances, Trade & Sundry debtors, and the Fixed Assets Register.
- Perform daily bank-in tasks on a rotational basis.
- Prepare journals, bank and deposit reconciliations, and maintain the Fixed Asset Register.
- Coordinate with finance team members to ensure prompt and accurate month-end closing.
- Administer petty cash.

- Prepare timely monthly financial reports.
- Act as a backup for absent colleagues by assisting with tasks such as preparing cheque payment vouchers and addressing accounting queries.
- Handle secretarial tasks related to the arrangement, delivery, and signing of documents, and follow up with the Company Secretary.
- Enter payment and receipt vouchers for transactions on a daily/monthly basis, including invoices, claims, payroll, and receipts.
- Assist in budget preparation.
- Prepare monthly deferred income reports.
- Prepare timely monthly management reports.
- Assist in daily cash monitoring as needed.

#### JOB REQUIREMENT

- Degree in Accounting or equivalent.
- Minimum 3 - 5 years working experience in accounting field.
- Experience in full sets of accounts preparation.

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#### Company Description