



PR/158021 | Senior Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505325

Industry

Retail

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

- Handles accounts under AR function and daily reconciliation.
- Verifies and works closely with stakeholders on account discrepancies by obtaining and investigating information from sales and collection.
- Ensures proper documentation, SOP and SOD are in place for audit purposes.
- Continual assessment and make recommendations to improve financial processes and controls as we expand.
- Financial reporting and analysis of figures to recommend areas of improvement.
- Assists in month end closing, monthly submission of analytical reports, audits and related documentations.
- Other ad-hoc duties as assigned.

JOB REQUIREMENTS

- Degree or Diploma in Accounting or any other related field.
- Minimum 1 year of experience in accounting field.
- Fresh graduates are encouraged to apply.

Company Description