



PR/158099 | Accountant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505348

Industry

Other (Manufacturing)

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

Company and Job Overview

A global leader in providing precision-engineered technologies and solutions for a wide variety of markets. They have started a shared service centre and is looking for AP Thai Speaker.

Job Responsibilities

- Responsible for the compliance of group financial controls, group finance policy, standard operating procedures and internal controls.
- Responsible to check the invoice documents are duly supported and approved in accordance with group policies before posting.
- Responsible to check supplier's payment are properly matched i.e. three ways matching, before posting and process the payment according to supplier's payment terms and adhere to the payment cycles as stipulated.

- Responsible to perform vendor reconciliations every month for accruals purpose during month end close, and follow up to clear the reconciliation items such as discrepancies, disputes and unpaid invoices within stipulated timeline.
- Require to liaise with vendors and internal stakeholders as part of vendor management query such as handling inquiry for payment, invoices and response it within timely and accurately .
- Require to assist and support the team for any ad hoc tasks as and when necessary.

Job Requirements

- Bachelor Degree in Accounting or any other related field.
- Minimum 2 years of working experience in handling AP.
- Proficient in read, write and speak in Thai.

#LI-JACMY
#stateSelangor

Company Description