



PR/158216 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505438

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:37

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

One of the companies at KLCC area is hiring Accounts Executive who will be responsible in key in and update financial transactions, maintaining accurate financial records for financial reporting purpose.

Job Responsibilities

- Managing invoices, payments, and collections to ensure timely transactions.
- Performing regular reconciliations of bank statements and other financial accounts.
- Ensuring all financial practices comply with relevant laws and regulations.
- Assisting with internal and external audits by providing necessary documentation and information.
- Accurately entering financial data into accounting software and maintaining records.

Job Requirements

- Possess Diploma in Accounting or equivalent.
- At least 2 - 3 years of working experience.
- Attention to details, good time management skills are essential for this role.

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Company Description