



JAC Recruitment

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Malaysia



PR/158273 | 経理担当

## Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1506637

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:08

## 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

[Japanese Speaking Accounting Executive]

## Responsibilities

- Performing general accounting and ad-hoc admin job functions
- Handling monthly accounts receivables and accounts payables
- Compile account closing documents and handover to outsource accountant for preparation of monthly trial balance sheet
- Preparation of monthly trial balance, income statement, and balance sheet

- Preparation of financial documents to HQ once outsource accountant is completed with monthly accounts
- Ensuring compliance with Malaysia legal and regulatory requirements

#### Requirement

- Basic knowledge and experience in accounting such as AP, AR, payment and communication with accounting firm on accounting matters
- Able to communicate in Japanese (Not require JLPT)
- Able to communicate in Chinese
- Able to communicate in Malay (the position requires to communicate with government such as HR matters.)

#### Location

- Kuala Lumpur

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#### Company Description