



## PR/158021 | Senior Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1508962

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:21

### 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.

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Company Description