



PR/158273 | 経理担当（就労ビザ不要の方対象）

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1509122

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:31

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