



PR/158336 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1509169

Industry

Retail

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

Company and Job Overview

The company was established in 1989 and is engaged with the distribution of fashion products, looking for Accounts Executive to assist in the full set of accounts.

Job Responsibilities

- In charge of Accounting entries and finalisation of Financial Statements
- Ensure timely bank in of all payments collected
- Daily data input of collections to the ERP software on timely manner
- Maintain proper filing to ensure documents are traceable in an efficient manner
- Prepare monthly sales analysis reports and computation of sales commission

- Undertake other ad hoc duties assigned by superior from time to time

Job Requirements

- Degree in Accounting or any other related field.
- Minimum 2 years of working experience in handling full set of accounts.

Company Description