



PR/094311 | General Accountant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1509516

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:42

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

The Japanese Trading Company

Job Responsibilities

- To be in charge of General Accounting for Food Dept. such as payment arrangement, managing receivable accounts, payable accounts, etc...
- Follow-up Credit management of all Dept.
- Sales/Purchase Checklist: pick up sampling purchase/ sales transactions, and check the credit limit, and evidence,...
- To prepare inventory reconciliation, and warehouse physical checking for tax audit.
- To convert principle data to Misa accounting software for VAS purchase, sales, and inventory reports.
- Translate GL's remarks, Input new codes in MKS/SAP
- File all documents into files, classify documents such as TAR, TAP, expense, etc...
- Other tasks requested by Supervisor, General Manager

Job Requirements

- Educational Background: University
- Work Experience: Accounting & Trading – 3 years

- Professional Skill: Excel skill, critical thinking, time management, negotiation skill
 - Language: English
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Company Description