



PR/157601 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512165

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

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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

- Handle AR and AP, able to do full sets of accounts
- Handle Malaysia accounts for trading and wholesale businessPrepare payment
- Prepare sales invoice
- Key in accounts using AutoCount system
- Prepare monthly account closing reports, consolidation reports, PL analysis, and cost related analysis
- Prepare quarterly financial report
- Post audit related knowledge and able to communicate with auditor on account related matters.

- Attend auditors and prepare documents for auditors
- Prepare draft audit report, check and finalize audit report with auditor
- Post tax related knowledge and able to communicate with tax agent on tax related matters
- Prepare data for corporate tax return for tax agent
- Check and finalize corporate tax with tax agent
- Prepare data for transfer pricing agent
- Check and finalize transfer pricing report with transfer pricing agent
- Prepare budget, revised budget for expenses and income
- Other account related jobs.

JOB REQUIREMENTS

- Bachelor's Degree in Accounting with at least 5 years of experience in accounting
- Fully functional experience in accounting and finance
- Able to close and analyze financial statements
- Able to consolidate financial statements
- Excellent knowledge of tax/accounting standards
- Understands accounting principles
- Experience in creating payment slips
- Experience in handling audit report, corporate tax return
- Excellent computer skills in MS Office, accounting software and databases
- Communication skills in English

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Company Description