



## PR/157629 | Accountant (Senior Executive)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512168

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 5th, 2025 16:00

### 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

Our clients are a well-established Japanese corporation seeking a detail-oriented and experienced Accountant to join their team based in Petaling Jaya. In this role, you will be tasked with overseeing full sets of accounts, financial reporting, budgeting, audits, and taxation for the Malaysian and Singaporean markets. This role requires the ability to effectively liaise with auditors, address tax queries, and ensure compliance with statutory regulations.

#### Job Responsibilities

##### 1. Accounting and Ledger Management:

- Maintain complete sets of accounts and subsidiary ledgers according to accounting standards and company policies.
- Use Clarity enterprise system and cloud-based accounting software.
- Process orders for procurement and sales, updating the general ledger, profit & loss, and balance sheet.

- Set up new accounts in the Chart of Accounts, Customer File, and Supplier File, and map transactions to link necessary ledgers.
- Review daily transactions and documentation, including invoices from suppliers and service providers, and monthly staff expense claims.
- Manage Accounts Payable, including online transactions and cheque preparations for supplier and staff payments.
- Oversee Accounts Receivable, monitor incoming funds, and manage overdue debts with reminder letters.
- Prepare schedules and reconcile bank accounts and subsidiary ledgers with the general ledger.
- Supervise accounting work by staff in related companies and perform monthly account closings and financial statement checks.
- Guide and supervise subordinates.

## 2. Reporting and Submission:

- Ensure accurate and timely system-generated monthly financial statements.
- Prepare and submit consolidated monthly and quarterly financial and management reports for two companies to HQ, addressing any queries.
- Check and reconcile quarterly GST reports for filing with Singapore's IRAS.
- Assist in annual budgeting reporting.

## 3. External Liaison:

- Provide information during annual audits and tax computations.
- Ensure timely completion and signing of annual audited accounts and tax computations.
- File annual accounts and tax computations as per statutory requirements.
- Handle corporate services with the company secretary for AGM matters and board member changes.
- Support other departments with accounting and finance queries, especially with overseas distributors.

## 3. Office Administration and HR Support:

- Provide additional office administration and HR support as needed.

## Job Requirements

- Minimum of an accountancy degree with at least 3 years of relevant experience.
- Candidates with an accounting diploma, currently pursuing an accounting degree, and 5 years of relevant experience will be considered.
- Strong accounting knowledge, skills, and understanding of accounting processes and internal controls.
- Proficiency in necessary IT applications and accounting software.
- Meticulous, organized, able to multitask, and possess a mature working attitude.
- Knowledge of international trade and logistics accounting is advantageous.
- Good team player with strong communication and time management skills.

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## Company Description