



PR/158371 | Finance Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512447

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 19th, 2025 10:01

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

- Assist in preparing monthly financial statements.
- Manage daily Accounts Receivables tasks, ensuring accurate record-keeping.
- Review AR aging and follow up on overdue accounts.
- Support credit control and timely reporting of overdue AR.
- Oversee daily Accounts Payables operations, including payment processing.
- Close AP accounts monthly and reconcile with vendor statements.
- Ensure timely and accurate filing.
- Coordinate with external auditors during audits.
- Submit quarterly SST and other statutory reports.
- Conduct inventory stock takes in the warehouse.
- Collaborate with intercompany and external customers to resolve AR issues promptly.
- Assist with other accounting duties as assigned by the Senior Finance Manager.

JOB REQUIREMENT

- Bachelor Degree, Professional accounting certificate would be added advantage
- Candidates from construction, real estate, facilities management or data center industry would be preferred
- Willing to work fully onsite in Cyberjaya
- Willing to travel to Johor (not frequent basis)
- Mandarin speaker is preferred

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Company Description