



PR/158105 | Accounts Executive

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1512470

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 16th, 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

ABOUT THE JOB

You will be responsible for supporting the full set of accounts and bookkeeping for different client portfolios, ensuring the accuracy of accounting transactions.

JOB RESPONSIBILITIES

- Responsible for bookkeeping, journal entry, payment processing for assigned portfolio(s).
- Responsible for full set accounting
- Ensure accuracy of accounting transaction.
- Perform month end and year end closing.

- Ensure accounting record complied with accounting standards and fulfil audit requirements.

JOB REQUIREMENTS

- Candidate must possess at least Diploma in Accounting.
- Minimum 2 years' experience in accounting field.
- Experience in handling account in diverse industry are highly preferred
- Able of communicate fluently in English, Bahasa, and Mandarin

BENEFITS

- Hybrid working arrangement
- Career growth opportunity
- Convenient office location

#LI-JACMY
#StateKL

Company Description