



PR/093628 | Senior Accounts Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512561

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 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

My client from accounting firm is seeking a Senior Account Executive to join its team. You will be a key part of helping the organization in handling the full set of accounts functions.

Responsibilities:

- Responsible for company's in-house accounting related work (Full set of accounts).
- Reviewing and preparing month-end payments and online banking transactions.
- Reviewing and submitting GST quarterly returns.
- Drafting unaudited financial statements and handling XBRL submissions.
- Managing petty cash transactions.
- Generating reports for month-end closing, daily cash flow, monthly sales and analyzing sales variances.
- Other ad-hoc duties related accounts matter as and when assigned.

Requirements:

- Diploma or Bachelor's Degree in Accounting/Finance/Commerce or equivalent.
- Candidates who are currently studying / attained Accounting Professional Certificate (ACCA/CPA) will be a plus point.
- At least 2 years of experience in handling full set of accounts.
- Detailed oriented and able to work under face-pace environment.
- Strong interpersonal and communication skills.

If you are interested in the role, please click apply / submit your application to ruiyan.leow@jac-recruitment.com / corpsvcs.sg@jac-recruitment.com

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22110231

Leow Rui Yan

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Company Description