



## PR/094430 | Accounting Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513605

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 03:00

### 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**

JAC's client is a foreign real estate investor who is looking for an Accounting Assistant Manager

Location: Ho Chi Minh/Binh Duong

Working time: 8:00 - 17:00 (Mon-Fri), 3 days working in Binh Duong, 2 days working in HCM

**Job Responsibilities**

- Guidance and Training on Accounting Tasks for Projects as regulations
- Prepare periodic budgets for projects, manage budgets and income/expenses in the budget or arises, to be ready to generate financial reports as requested by relevant parties.
- Calculate and notify receivables from residents/tenants/contractors at the project. Collect, coordinate collection, and monitor receivables, including daily parking fees, construction deposit collection, and refund.
- Deposit cash receipts, process payment requests for receivables, and track accounts receivable and payable.
- Handle accounts receivable tasks (invoice issuance, service fee calculation, etc.) and accounts payable tasks (supplier payment processing, related accounting documents, etc.).
- Identify and report risks/potential issues to prevent and mitigate arising problems.
- Prepare data files and coordinate with internal and external audit teams.
  - Address queries/requests from the Investor/Management Board/Residents/Tenants (if any).

- Generate related reports (when requested).
- Support project accounting tasks (as needed).
- Other tasks will be assigned by the Manager/ Team Leader

**Job Requirements**

- Bachelor's degree, majoring in Accounting or relevant fields.
- At least 2 years of experience in Accountant role at Building & Real Estate Management
- Service Company.
- Basic English communication skills.
- Basic Microsoft Office skills.
- Proficient in accounting software (Fast, Misa, etc.)

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description