



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

April 1st, 2025 02:00

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

Company Description