



## PR/094457 | General Accountant

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1515351

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 11th, 2025 04:00

### 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

#### Job Responsibilities

**\* Accounting tasks:**

- Manage all aspects of day-to-day accounting operations involve to sales and purchasing goods, services debit, cash and bank, reimbursement, accrued expense...
- Make a general accounting entry (Book asset and depreciation, allocate prepaid expense...)
- Check to issued e-invoice.
- Statistics and synthesis, analysis of accounting data upon request.
- Periodic internal, financial reports, budget, prepare a report for submitting the DPI, check statistic report.
- Explain data and provide records to auditors and relevant authorities as required.
- The team leader is responsible for providing guidance and support to their subordinates.
- Other tasks assigned by manager.

**\* Tax-related issues:**

- Corporate tax issues
- VAT-related issues
- Foreign contractor tax, business tax.
- Deal with tax authorities

## Job Requirements

- BA in accounting or finance.
- Proficient in office computers.
- Experience using accounting software especially Fast Software (ERP) is an advantage.
- Actual work experiences on IFRSs is an advantage.
- Good communication ability in English
- A minimum of 3 years of experience in a general accountant position.
- Careful, hard-working and honest.
- Withstand pressure and be responsible for work.
- Candidates aged between 32 and 38.
- Salary: agreement (from 25-35 million VND, \*Depending on experiences)
- Allowances: Transportation allowance and lunch allowance, uniform allowance
- Tet bonus, Performance bonus (non-guaranteed)
- Salary promotion: once per year, will be decided by the Company's regulations
- Attend seminars from company's consulting firm

#LI-JACVN

---

## Company Description