



## PR/094740 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1517827

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 10:58

### 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

Headquartered in Singapore, our client is a professional services firm with presence in 3 countries. Currently, the team is looking for a full time Accounts Executive to join the team.

### Responsibilities

- Handle full accounts (General Ledger, Accounts Receivable, Accounts Payable)
- Reconcile bank accounts, prepare financial statements (P&L, Balance Sheet, Cash Flow), and analyze performance.
- Handle GST/VAT filings, corporate tax submissions
- Ensure adherence to local tax laws and accounting standards (GAAP/IFRS).
- Process payroll

- Support budgeting/forecasting
- Ad-hoc tasks when required

**Requirements**

- Degree in Accounting / Business / Admin or equivalent is good
- **Experience in full set accounting is a must**
- Advanced skills in Microsoft Excel (e.g., pivot tables, VLOOKUP, and formulas).
- Strong understanding of accounting principles (e.g., GAAP or IFRS)
- Able to work in a team

If you are interested in the role, please click apply.

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

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22106334 Tan Kher Xin

#LI-JACSG  
#countrysingapore

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Company Description