



## PR/158560 | Accounts Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1521567

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 11th, 2025 10:32

### 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 & JOB OVERVIEW:**

This company, based in Kuala Lumpur, specializes in the wholesale of electrical and electronic goods and the manufacture of components for electronic applications.

**JOB RESPONSIBILITIES:**

- Assisting with customer queries and escalating issues as needed.
- Conducting detailed reviews of checks and expense vouchers.
- Initiating, planning, and managing accounts receivable tasks, such as maintaining the customer web portal.
- Continuously reviewing and improving internal accounts receivable procedures and participating in ad-hoc projects.
- Managing and updating accounts receivable training manuals with proper document control.
- Handling daily accounts receivable operations.

- Preparing monthly accounts receivable reports for management.
- Participating in ad-hoc finance projects as required.
- Analyzing and managing actual collections against plans and generating monthly analysis reports.
- Calculating local NCH commissions.
- Performing any additional tasks as assigned.

**JOB REQUIREMENTS:**

- Minimum qualification of SPM or a Diploma in Accountancy, or an equivalent academic background.
- At least 2 years of relevant experience in a similar role.
- Preferred knowledge in audit skills, SAP, and MYOB.
- Understanding of the tax system is an added advantage.
- Excellent verbal and written communication, along with strong presentation skills.
- Meticulous, with good analytical abilities and the capacity to multi-task.
- A team player with a positive attitude, capable of working with minimal supervision.
- Independent and resourceful, able to complete tasks efficiently with limited resource

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Company Description