



## PR/092727 | AP Accountant for a large Japanese real estate firm

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1523172

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 10:14

### 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 OVERVIEW**

Representative office of Japan, specializing in the supply of components in the electronic semiconductor industry

**JOB RESPONSIBILITIES**

1. In charge of making payment to vendors
  - Check and verify invoices and documents of payment request to vendors
  - Perform 3-way matching (Purchase Order = Good Receive Notes = Invoice)
  - Make sure adequate documents and approvals as per contract terms and procedures
  - Inform payment issues to relevant departments in a timely manner
2. In charge of making payment to vendors
  - Check and verify invoices and documents of payment request to vendors
  - Perform 3-way matching (Purchase Order = Good Receive Notes = Invoice)
  - Make sure adequate documents and approvals as per contract terms and procedures
  - Inform payment issues to relevant departments in a timely manner
3. Reconciliation and Report
  - Prepare routine reports
  - Reconcile expense and VAT input
  - Manage accounts (Expenses, VAT input, Payables, Accrual, FAs, Long term prepaid exp, Inventory)

- Book relevant journal entries
- Share cost to Residential part
- Reconcile and book material cost
- Save supporting documents and bank documents (both scanned and hard copies)

4. AP management

- Analyse AP aging report, provide proper explanation for the cases of earlier or overdue payments
- Ensure payment term, vendors' information is updated exactly and timely in the system

1. Other assignments: As instructed by line manager

**JOB REQUIREMENTS**

- Vietnamese (Male/Female)
- Bachelor/ Postgraduate in Accounting
- Minimum three years of work experience in AP in a medium or large sized multinational organization
- Good at Microsoft Office (Excel, Word and Power Point)
- Good command of written and spoken English
- Be able to work as a team, voluntary help departmental co-workers
- Be capable to provide reliable accounting information
- Well organized, multi-task, detail oriented, problem solving
- Solid and professional communication skills, both oral and written
- Be able to meet deadlines with particular attention to details

**BENEFITS**

- Salary: Up to 1000 USD (NET)
- Bonus: 13th month salary and bonus following Company policy
- Salary Increase: Once a year
- Other benefits: Comply with the law

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

#cityHanoi

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Company Description