



## PR/158617 | Account Receivable Expert

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1523288

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 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

**JOB RESPONSIBILITIES**

- Ensure prompt and precise recording of receipts and matching of invoices with the AR ledger.
- Monitor and follow up on collections, communicating with customers about outstanding debts via email and phone calls.
- Reconcile customers' outstanding payments, resolve payment discrepancies, and address billing disputes.
- Prepare weekly aging receivable reports and open payment item reports.
- Ensure compliance with company credit and collection standards and policies.
- Assist in year-end audits for credit control and accounts receivables functions as needed.

**JOB REQUIREMENTS**

- Minimum Diploma or Degree in Accounting
- Prior working experience in payment collection or operation support team preferred
- Good communication in English, Bahasa, and Mandarin
- Meticulous, detail-oriented and organized

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Company Description