



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

February 25th, 2025 10:27

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

#LI-JACMY

#StateKL

Company Description