



## PR/158629 | Accountant

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1524499

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 11:56

### 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 and Job Overview**

A rapidly growing company in Bayan Lepas is seeking for Accountant to oversee Full sets of accounts & Review employee expense claims & Internal audit.

The ideal candidate will be responsible to ensure timely submission of company's financial reporting according to group reporting deadlines. This role requires at least 5 years of experience in full set of accounts.

**Job Responsibilities**

- Responsible for Full sets of accounts, Fixed assets, entering journals, bank reconciliation, balance sheet reconciliation & intercompany reconciliation, Accounts Payable (processing invoices and payments).
- Review employee expense claims & Internal audit.
- Liaising with third party advisors/bookkeepers on statutory requirements.
- working with tax advisors, responsible for all tax compliance but not limited to, annual/quarter/month tax filings, etc.

- Company Secretarial & other matters.
- Payroll - Responsible for reviewing and approve payroll, including employee annual income return and all other statutory returns.
- To assist Internal Auditor team in audit at sub-con sites and/or distributor sites

**Job Requirement**

- Degree in Accounting / Finance
- More than 5 years of experience handling full set of accounts with some years' experience in tax work.
- 2 to 4 years audit experience in public accounting firm
- Good excel skills (Pivot table, Vlookup, etc)
- Preferably with Oracle experience

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**Company Description**