



PR/158629 | Accountant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1525969

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:42

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

Company Description