



PR/158707 | Accounts Senior Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1526089

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 18:00

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

COMPANY OVERVIEW

A world-renowned company engaged in the business of procurement of electrical and electronic products operating in 70+ countries. Our client is looking for an **Accounts Senior Executive** to join their team in **Petaling Jaya, Selangor**.

JOB RESPONSIBILITIES:

- Oversee Accounts Payable, including hands-on management of trade, non-trade payables, and staff claims
- Reporting: Prepare monthly customer collection reports and input financial data into the system for transmission to Japan.
- Projects: Participate in, organize, and conduct meetings or presentations for assigned projects.
- Collaborate with the accounting team to ensure smooth departmental operations, including year-end audits and stock taking

JOB REQUIREMENTS:

- Strong accounting background with necessary accounting qualification.
- Capable to operate Microsoft application software, i.e. Excel, Powerpoint, etc.
- Work independently and demonstrate certain leadership quality.
- Able to communicate and write English proficiently.

#LI-JACMY
#countrymalaysia

Company Description