



PR/158723 | Accounts Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1526136

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:45

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

Renewable energy in a strategic location within KL Centre, accessible by public transport. They are looking for experienced candidate in handling full set of accounts.

Job Responsibilities

- Responsible for maintaining and reviewing bookkeeping functions, including General Ledgers entries and journal vouchers
- Overseeing accounts payable and receivable processes, performing reconciliations and supporting month-end and year-end close processes
- Preparing financial reports, ensuring timely posting of daily transactions and assisting in yearly corporate audits
- Collaborating with various stakeholders and stay updated on accounting standards
- Liaising with company secretary, auditors, bankers and tax agents pertaining to account and tax related matters

Job Requirements

- Bachelor's Degree in Accountancy or equivalent with a minimum of 3 years;' experience in similar role
- Knowledge of accounting principles, practices, standards, law and regulations.
- Proficient in Microsoft Excel and SQL Accounting software

Company Description