



PR/094311 | General Accountant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1509516

業種

その他（商社）

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2024年12月11日 15:42

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

The Japanese Trading Company

Job Responsibilities

- To be in charge of General Accounting for Food Dept. such as payment arrangement, managing receivable accounts, payable accounts, etc...
- Follow-up Credit management of all Dept.
- Sales/Purchase Checklist: pick up sampling purchase/ sales transactions, and check the credit limit, and evidence,...
- To prepare inventory reconciliation, and warehouse physical checking for tax audit.
- To convert principle data to Misa accounting software for VAS purchase, sales, and inventory reports.
- Translate GL's remarks, Input new codes in MKS/SAP
- File all documents into files, classify documents such as TAR, TAP, expense, etc...
- Other tasks requested by Supervisor, General Manager

Job Requirements

- Educational Background: University
- Work Experience: Accounting & Trading – 3 years

- Professional Skill: Excel skill, critical thinking, time management, negotiation skill
 - Language: English
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会社説明