



## PR/157601 | Accounts Executive

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメント マレーシア

#### 求人ID

1512165

#### 業種

小売

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2024年12月24日 10:27

### 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

#### JOB RESPONSIBILITIES

- Handle AR and AP, able to do full sets of accounts
- Handle Malaysia accounts for trading and wholesale business Prepare payment
- Prepare sales invoice
- Key in accounts using AutoCount system
- Prepare monthly account closing reports, consolidation reports, PL analysis, and cost related analysis
- Prepare quarterly financial report
- Post audit related knowledge and able to communicate with auditor on account related matters.

- Attend auditors and prepare documents for auditors
- Prepare draft audit report, check and finalize audit report with auditor
- Post tax related knowledge and able to communicate with tax agent on tax related matters
- Prepare data for corporate tax return for tax agent
- Check and finalize corporate tax with tax agent
- Prepare data for transfer pricing agent
- Check and finalize transfer pricing report with transfer pricing agent
- Prepare budget, revised budget for expenses and income
- Other account related jobs.

#### **JOB REQUIREMENTS**

- Bachelor's Degree in Accounting with at least 5 years of experience in accounting
- Fully functional experience in accounting and finance
- Able to close and analyze financial statements
- Able to consolidate financial statements
- Excellent knowledge of tax/accounting standards
- Understands accounting principles
- Experience in creating payment slips
- Experience in handling audit report, corporate tax return
- Excellent computer skills in MS Office, accounting software and databases
- Communication skills in English

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会社説明