



PR/157893 | Accounts Executive (Klang)

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

1512295

業種

その他（メーカー）

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

2025年01月22日 09:01

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

OVERVIEW

Our clients are Australian originated leading innovators in the development and manufacturing of sustainable resins currently seeking a dedicated and detail-oriented Accounts Executive to support their Regional Finance Manager. This role is integral to ensuring the smooth execution of daily accounting functions and timely reporting and will be based in Klang, Selangor.

KEY RESPONSIBILITIES

- Manage Accounts Payable (AP) and Accounts Receivable (AR) processes.
- Assist in month-end and year-end closing activities.
- Prepare and maintain accurate bank reconciliations.
- Ensure precision in accounting records and transactions.

- Generate and prepare monthly financial reports for management review.
- Monitor and reconcile general ledger accounts.
- Assist in budget preparation and forecasting.
- Support the implementation of internal controls and accounting policies.
- Handle inquiries related to billing and payment issues.
- Coordinate with external parties including auditors, tax agents, and bankers.
- Assist in the preparation of tax filings and compliance documentation.
- Conduct periodic audits of accounts and transactions.

JOB REQUIREMENTS

- Minimum Diploma in Accounting or a related field.
- 2 years of relevant work experience in accounting and managing full set accounts would be an added advantage.
- Experience within the manufacturing industry is a plus.
- Proficient in accounting software and Microsoft Office Suite.
- Strong analytical skills and attention to detail.
- Effective communication and interpersonal skills with a high proficiency in English.

#LI-JACMY
#stateSelangor

会社説明