



## PR/093628 | Senior 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シンガポール

#### 求人ID

1512561

#### 業種

監査・税理士法人

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年01月08日 10:01

### 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

My client from accounting firm is seeking a Senior Account Executive to join its team. You will be a key part of helping the organization in handling the full set of accounts functions.

#### Responsibilities:

- Responsible for company's in-house accounting related work (Full set of accounts).
- Reviewing and preparing month-end payments and online banking transactions.
- Reviewing and submitting GST quarterly returns.
- Drafting unaudited financial statements and handling XBRL submissions.
- Managing petty cash transactions.
- Generating reports for month-end closing, daily cash flow, monthly sales and analyzing sales variances.
- Other ad-hoc duties related accounts matter as and when assigned.

#### Requirements:

- Diploma or Bachelor's Degree in Accounting/Finance/Commerce or equivalent.
- Candidates who are currently studying / attained Accounting Professional Certificate (ACCA/CPA) will be a plus point.
- At least 2 years of experience in handling full set of accounts.
- Detailed oriented and able to work under face-pace environment.
- Strong interpersonal and communication skills.

If you are interested in the role, please click apply / submit your application to [ruiyan.leow@jac-recruitment.com](mailto:ruiyan.leow@jac-recruitment.com) / [corpsvcs.sg@jac-recruitment.com](mailto:corpsvcs.sg@jac-recruitment.com)

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22110231

Leow Rui Yan

#LI-JACSG  
#countrysingapore

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会社説明