



PR/158560 | 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

1521567

業種

監査・税理士法人

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03月25日 03:00

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

COMPANY & JOB OVERVIEW:

This company, based in Kuala Lumpur, specializes in the wholesale of electrical and electronic goods and the manufacture of components for electronic applications.

JOB RESPONSIBILITIES:

- Assisting with customer queries and escalating issues as needed.
- Conducting detailed reviews of checks and expense vouchers.
- Initiating, planning, and managing accounts receivable tasks, such as maintaining the customer web portal.
- Continuously reviewing and improving internal accounts receivable procedures and participating in ad-hoc projects.
- Managing and updating accounts receivable training manuals with proper document control.
- Handling daily accounts receivable operations.

- Preparing monthly accounts receivable reports for management.
- Participating in ad-hoc finance projects as required.
- Analyzing and managing actual collections against plans and generating monthly analysis reports.
- Calculating local NCH commissions.
- Performing any additional tasks as assigned.

JOB REQUIREMENTS:

- Minimum qualification of SPM or a Diploma in Accountancy, or an equivalent academic background.
- At least 2 years of relevant experience in a similar role.
- Preferred knowledge in audit skills, SAP, and MYOB.
- Understanding of the tax system is an added advantage.
- Excellent verbal and written communication, along with strong presentation skills.
- Meticulous, with good analytical abilities and the capacity to multi-task.
- A team player with a positive attitude, capable of working with minimal supervision.
- Independent and resourceful, able to complete tasks efficiently with limited resource

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会社説明