



PR/092727 | AP Accountant for a large Japanese real estate firm

## 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

### 求人ID

1523172

### 業種

不動産仲介・管理

### 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

2025年02月25日 10:14

## 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 OVERVIEW

Representative office of Japan, specializing in the supply of components in the electronic semiconductor industry

### JOB RESPONSIBILITIES

- In charge of making payment to vendors
  - Check and verify invoices and documents of payment request to vendors
  - Perform 3-way matching (Purchase Order = Good Receive Notes = Invoice)
  - Make sure adequate documents and approvals as per contract terms and procedures
  - Inform payment issues to relevant departments in a timely manner
- In charge of making payment to vendors
  - Check and verify invoices and documents of payment request to vendors
  - Perform 3-way matching (Purchase Order = Good Receive Notes = Invoice)
  - Make sure adequate documents and approvals as per contract terms and procedures
  - Inform payment issues to relevant departments in a timely manner
- Reconciliation and Report
  - Prepare routine reports
  - Reconcile expense and VAT input
  - Manage accounts (Expenses, VAT input, Payables, Accrual, FAs, Long term prepaid exp, Inventory)

- Book relevant journal entries
- Share cost to Residential part
- Reconcile and book material cost
- Save supporting documents and bank documents (both scanned and hard copies)

4. AP management

- Analyse AP aging report, provide proper explanation for the cases of earlier or overdue payments
- Ensure payment term, vendors' information is updated exactly and timely in the system

1. Other assignments: As instructed by line manager

**JOB REQUIREMENTS**

- Vietnamese (Male/Female)
- Bachelor/ Postgraduate in Accounting
- Minimum three years of work experience in AP in a medium or large sized multinational organization
- Good at Microsoft Office (Excel, Word and Power Point)
- Good command of written and spoken English
- Be able to work as a team, voluntary help departmental co-workers
- Be capable to provide reliable accounting information
- Well organized, multi-task, detail oriented, problem solving
- Solid and professional communication skills, both oral and written
- Be able to meet deadlines with particular attention to details

**BENEFITS**

- Salary: Up to 1000 USD (NET)
- Bonus: 13th month salary and bonus following Company policy
- Salary Increase: Once a year
- Other benefits: Comply with the law

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

#cityHanoi

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会社説明