



## PR/158723 | 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

1526136

#### 業種

石油・エネルギー

#### 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03月11日 10:45

### 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 and Job Overview

Renewable energy in a strategic location within KL Centre, accessible by public transport. They are looking for experienced candidate in handling full set of accounts.

#### Job Responsibilities

- Responsible for maintaining and reviewing bookkeeping functions, including General Ledgers entries and journal vouchers
- Overseeing accounts payable and receivable processes, performing reconciliations and supporting month-end and year-end close processes
- Preparing financial reports, ensuring timely posting of daily transactions and assisting in yearly corporate audits
- Collaborating with various stakeholders and stay updated on accounting standards
- Liaising with company secretary, auditors, bankers and tax agents pertaining to account and tax related matters

**Job Requirements**

- Bachelor's Degree in Accountancy or equivalent with a minimum of 3 years;' experience in similar role
- Knowledge of accounting principles, practices, standards, law and regulations.
- Proficient in Microsoft Excel and SQL Accounting software

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会社説明