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Account Executive Jobs Vacancy in Johor Bahru.

Hiring organization
Agensi Pekerjaan TSM Sdn. Bhd.

Employment Type
Full-time

Industry
Recruitment N Employment

Job Location
55a Jalan Harmonium 23/12, 81100, Johor Bahru, Johor, Malaysia

Working Hours
10:00am – 4:00pm (Mon-Fri)

Base Salary
RM 4500 - RM 8500

Date posted
March 15, 2024

Valid through
31.12.2025

Description

An Account Executive in distribution typically works in industries where products or services are distributed to customers or clients, such as wholesale, retail, or logistics.

Responsibilities

1. **Handle Full Set of Accounts**:
   - This includes managing various aspects of accounting such as Inventory, Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL).
2. **Data Entry and Record Maintenance**:
   - Executing data entry tasks, updating records, and maintaining proper filing systems to ensure accurate and organized financial documentation.
3. **Monthly Schedules and Bank Reconciliation**:
   - Preparing monthly schedules like deposit and prepayment listings, accruals listings, fixed assets listings, and banker acceptance interest listings. Also, conducting monthly bank reconciliations.
4. **Journal Entries and Inter-Company Transactions**:
   - Executing journal entries and providing debit notes for inter-company transactions on a monthly basis.
5. **Liaison and Communication**:
   - Acting as a point of contact for auditors, tax agents, company secretaries, bankers, and government bodies when necessary.
6. **Invoice Processing and Payment Handling**:
   - Processing invoices, payments for business entities, and vendors. Also reviewing and processing claims, expenses, and travel expense reports for accuracy and completeness.
7. **Year-End Closing and Administrative Duties**:
   - Assisting in year-end closing and reconciliation of accounts. Handling general administrative duties including HR-related matters and payroll preparation.
8. **Banking Activities and Cash Management**:
   - Supporting day-to-day banking operations, maintaining petty cash, and managing general journals including cash receipts and disbursements.
9. **Financial Reporting and Analysis**:
   - Coordinating, reviewing, and ensuring accurate and timely reporting of financial and management reports. Engaging in financial analysis, cost reduction analysis, and margin management.
10. **Compliance and Controls**:
    - Ensuring legal and regulatory compliance with reporting, accounting, and audit requirements. Maintaining a system of controls over accounting transactions and documenting accounting policies and procedures.
11. **Budgeting and Forecasting**:
    - Managing the preparation of budgeting, forecasting, and cash flow

projections. Assessing related borrowing needs and available funds for investment.

12. **Credit Policy and Payment Submission Deadlines**:
    - Maintaining the organization's credit policy and ensuring that all customer payments are received before the specified deadlines. Submitting EPF, SOCSO, EIS, PCB, and SST payments within the required timelines.

Qualifications

- 2-5 years of accounting experience.
- Proficiency in full set of accounts management.
- Strong technical skills in accounting software and Excel.
- Analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Organizational and time management proficiency.
- Knowledge of accounting regulations and compliance.
- Adaptability and commitment to learning.
- Ethical standards and integrity.

Education

- Bachelor's degree in accounting, finance, or related field.

Job Benefits

- Monthly sales achievement commission
- Petrol : claimable based on mileage claim rate
- Annual leave : 8 days
- Sick leave : 14 days
- Insurance : Company insurance is provided
- Toll & Parking : Provided by Company
- Monthly Sales Commission
- Company Phone and Data Provided

Contacts

Interested? Account Executive jobs in Johor Bahru? You may drop your resume to Hello@mytsm.com.my