



<https://www.mytsm.com.my/careers/account-executive-job-vacancy-in-johor-bahru/>

## Account Executive Jobs Vacancy in Johor Bahru.

### 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

### 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

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@mytism.com.my](mailto:Hello@mytism.com.my)