



**Mitsubishi Motors Malaysia Sdn Bhd** is the official distributor of Mitsubishi Motors vehicles in Malaysia. As one of Malaysia's leading automotive company, Mitsubishi Motors Malaysia is committed to produce and sell vehicles that are technologically advanced, high in quality, performance, safety and comfort.

We invite suitable talented individuals who are result-oriented, fast-paced and committed to join us as:

## **EXECUTIVE – FINANCE & ACCOUNTS** **(based in Shah Alam)**

To assists and support Finance & Accounts functions such as timely submission and accuracy in reports, analysis of financial reports and monitor project investment cost and costing. As well to assist in internal control, SOP and F&A related ad-hoc matters.

### **Responsibilities:**

- To handle Account Receivables functions including issuance of official receipt and review aging and related reports.
- To assist in Account Payables functions including checking of invoices to ensure timely payment and posting accuracy.
- To assist in preparing and reviewing Internal Control, SOP and compliance documents
- To assist in accounting and audit matter, checking on the completeness of invoices etc.
- To support other F&A related matters like monthly routine journals, closing of account, prepare of provision schedules and related reports.

### **Requirements:**

- Degree in Accountancy or similar professional level in education
- Relevant skill and knowledge in Finance & Accounts dept with minimum of 1 to 2 years working experiences
- Independent and able to work under pressure with tight deadlines
- Good knowledge in accounting, budgeting and soft skill in excel spreadsheet and pivot table
- Pleasant personality, proactive and possess good analytical thinking

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to:

**Human Capital Management Department**  
Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)  
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2  
40150 Shah Alam, Selangor Darul Ehsan  
Tel: 03-7680 6688 | Fax: 03-7622 2238  
Website: [www.mitsubishi-motors.com.my](http://www.mitsubishi-motors.com.my)  
E-mail: [hr@mitsubishi-motors.com.my](mailto:hr@mitsubishi-motors.com.my)