



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 & ACCOUNT (CONTRACT) (based in Shah Alam)

Purpose of the position is due to the additional support needed to support in Account Payable & Account Receivable tasks involved in Finance & Account department. Supports needed in administrative work, extract the information from system and assist/support in month end close to achieve Departmental goal and objectives.

Responsibilities:

- To support Accounts Receivable related duties including but not limited to posting of Official Receipt, Request for receipt details with perspective departments, matching Receipt Against Dealer/Stockist Payment for Vehicle & Spare Parts and AR Reconciliation.
- To assist Accounts Payable related scopes including but not limited to verification of invoices' GL coding and data entries, update the check out and invoice listing before send the invoice to vendor and AP Reconciliation.
- To support F&A Dept. administration duties such as extracting information from systems and preparation of tax schedules for financial closing, assist and support end month closing, issuance and follow-up on audit confirmation (AP/AR/Inter-co), Inter-co Reconciliation and prepare of bank Reconciliation.
- To support other F&A dept. ad-hoc related duties as and when required

Requirements:

- Possess Minimum SPM majoring in Accounting or Diploma in Accounting
- Excellent in computer skills and data analysis
- Proficient in Microsoft Office and other accounting software
- Well-Organized, Detailed-Oriented, and Responsible Individual

Interested applicants are invited to write-in, fax or email a detailed resume stating qualifications with a recent passport-sized photograph to:

Human Capital Management Department

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