

# Accounts Executive

## JOB DESCRIPTION

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### About the Role

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We are seeking a forward-thinking, tech-savvy Accounts Executive to join our firm. In this role, you will leverage cloud accounting systems and AI tools to manage full-spectrum accounting, financial reporting, and compliance duties for our clients.

We value self-driven individuals who are creative problem-solvers, comfortable working independently with minimal guidance, and eager to adopt modern technology to automate workflows. Fresh graduates with a strong learning mindset and a passion for tech-driven accounting are welcome to apply!

### Key Responsibilities

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#### 1. AI-Driven Bookkeeping & Financial Analysis

- **Transaction Processing:** Perform daily key transaction entries, journal postings, and ledger maintenance using N3 QNE AI Cloud Accounting and AutoCount Accounting.
- **Payment Processing:** Prepare payment vouchers, schedule supplier payments, and perform bank reconciliations using automated/AI-assisted matching workflows.
- **Financial Analysis & Budgeting:** Analyze financial reports, evaluate variance trends, and assist in preparing corporate financial budgets and cash flow forecasts.
- **Tech Adoption:** Utilize artificial intelligence and digital tools to streamline document processing, reduce manual data entry, and enhance overall workflow efficiency.

#### 2. Statutory Financial Reporting & Audit Support

- **Audit Schedules:** Prepare audit schedules, lead schedules, and reconciliations to support external audit processes.
- **Audited Reports:** Draft audited financial statements in compliance with applicable accounting standards (MPERS / MFRS).
- **XBRL Conversion:** Prepare and convert financial statement files into XBRL (MBRS) format for SSM submission.
- **Corporate Reporting:** Assist in preparing quarterly financial announcements and compiling draft annual reports for corporate clients.

#### 3. Tax & Indirect Tax (SST) Compliance

- **Tax Computation & Estimation:** Prepare corporate tax computations, tax schedules, and tax estimation filings (CP204 / CP204A).

- **SST Returns:** Prepare, reconcile, and submit bi-monthly Sales & Service Tax (SST) returns in compliance with local regulations.
- **Regulatory Compliance:** Stay updated on LHDN, SSM, and statutory regulations to ensure seamless client compliance.

## Requirements & Qualifications

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- **Education:** Bachelor's Degree / Advanced Diploma in Accounting, Finance, ACCA, CPA, or equivalent professional accounting qualification.
- **Experience:** Fresh graduates are encouraged to apply! Candidates with 1–3 years of hands-on experience in accounting or external audit will also be given strong consideration.
- **Software Expertise:** Proficiency or hands-on experience in N3 QNE AI Cloud Accounting and AutoCount Accounting (or a strong willingness to learn).
- **AI & Tech Literacy:**
  - Familiarity with AI tools (e.g., generative AI, automated OCR data extraction, AI workflow assistants) and enthusiasm for using technology to optimize daily tasks.
  - An agile, tech-forward mindset with a drive to learn, adapt to, and implement new software solutions.
- **Interpersonal & Personal Attributes:**
  - **Independent & Self-Reliant:** Able to work proactively, take ownership of client portfolios, and deliver results with minimal guidance/supervision.
  - **Creative Problem-Solver:** Demonstrates a creative and resourceful approach when troubleshooting system workflows, resolving reconciliation issues, or improving operational efficiency.
  - **Strong Communication:** Excellent interpersonal skills to collaborate effectively with teammates and communicate clearly with clients.
- **Technical Knowledge:** Working knowledge of local accounting standards (MPERS / MFRS), LHDN tax regulations, SST rules, and SSM filing requirements.