

## Job Description

**Job Title:** Accounts Executive (AR/Reporting)

**Location:** Malaysia

### Company Overview

Established in 2010 and headquartered in Singapore, BIPO is a leading global payroll and HR solutions provider, supporting businesses in over 170+ countries.

We deliver an award-winning, cloud-based HR Management System and Athena BI analytics tool that supports our multi-country payroll outsourcing and Employer of Record (EOR) services. Powered by tech and driven by data, we help companies automate HR processes, ensure compliance, and provide workforce insights.

With 50+ offices worldwide, BIPO combines global compliance, local HR expertise, and scalable technology to manage the entire employee lifecycle for global and remote teams.

### Key Responsibilities

#### **Accounts Receivable (AR) Management**

- Monitor and manage accounts receivable, including invoicing, payment collections, and reconciliations.
- Follow up on overdue payments and resolve billing discrepancies with clients.
- Maintain accurate records of customer transactions and payment statuses.
- Prepare and send monthly statements of accounts to customers.
- Coordinate with sales and customer service teams to resolve payment-related issues.

#### **Financial Reporting & Analysis**

- Assist in preparing monthly and annual financial reports.
- Generate AR aging reports and provide analysis on outstanding receivables.
- Support month-end and year-end closing processes.
- Ensure compliance with accounting standards and company policies.
- Balance Sheet Schedule updates (Including CAPEX, Intangible Assets, Prepaid expense amortization, Cost/Expense Accrual).
- Intercompany transactions confirmation.
- Bank reconciliation.

#### **Process Improvement & Compliance**

- Identify opportunities to streamline AR processes and improve cash flow.
- Maintain proper documentation for audit purposes.
- Assist in internal and external audits as required.

## **Requirements**

- Bachelor's degree with major in Accounting, Finance, or Business.
- Minimum 2-3 years in accounts receivable, financial reporting, or general accounting.
- Strong knowledge of IFRS and MFRS accounting standards, tax regulations, and financial reporting requirements.
- Proficiency in accounting software (e.g., Xero, Oracle Netsuite).
- Advanced Excel skills (Pivot Tables, VLOOKUP, etc.).
- Excellent analytical skills with a keen attention to detail.
- Effective communication and interpersonal skills, with the ability to collaborate across departments.
- Experience in multiple accounting roles is preferred.
- Fluent in both written and oral English.
- Result oriented, and able to work under pressure and meet tight timelines.

## **Useful links**

- Website: [www.biposervice.com](http://www.biposervice.com)
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact [careers.my@biposervice.com](mailto:careers.my@biposervice.com).