

About the Company

VSAP LAB is a fully-funded Vietnamese startup specializing in Advanced Packaging solutions for semiconductor chips. We focus on research and innovation to provide design, manufacturing, prototyping, and testing services. Our mission is to deliver the best form factors, performance, and fastest time to market for our customers' chips. We aim to enable a complete semiconductor ecosystem in Vietnam. Through pioneering technology, we accelerate the growth of the local semiconductor industry.

If you are a talented person with a growth mindset, start-up spirit, keen on learning new things everyday and wants to be part of a journey that have a big impact for generations to come, this might be a perfect role for you.

Position Overview

The **Payable Accountant** is responsible for the integrity of the company's accounts payable cycle. This role ensures that all financial obligations - spanning from initial project construction (CAPEX) to ongoing factory operations - are verified, recorded, and settled accurately. The position plays a critical role in maintaining supplier relationships and ensuring internal control compliance during the company's operation.

Key Responsibilities

Invoice Verification & Compliance

- Authenticate all incoming invoices and payment requests against purchase orders, contracts, and delivery receipts.
- Ensure all payment documentation complies with Vietnamese Tax regulations and internal financial policies.
- Strengthen the control of archives and payment workflows to ensure transparency and audit readiness

Transaction Processing & Payment Management

- Record accounts payable transactions and expenses into the accounting system with high precision.
- Execute payments for project-related costs, including CAPEX, construction milestones, and procurement of production equipment.
- Monitor payment schedules to ensure all suppliers are paid accurately and on time, avoiding penalties or service interruptions

Reconciliation & Reporting

- Perform periodic reconciliations of liabilities and statements with local and international suppliers.
- Assist the Finance Manager in monitoring cash flow requirements and forecasting upcoming payment obligations.

- Support month-end closing activities related to accounts payable and expense accruals

Process Optimization & Internal Control

- Maintain and streamline the AP workflow as the factory transitions from project phase to full-scale production.
- Collaborate with Procurement and Warehouse departments to resolve discrepancies in billing or delivery.
- Enforce internal control procedures to mitigate risks of fraud or duplicate payments

Cross-functional Collaboration

- Collaborate with other Departments (Warehouse, Engineering, and Procurement, Admin) to verify documentation and ensure the accuracy of all financial transactions.
- Coordinate with internal/external auditors and the Finance Manager to provide transparent documentation, ensuring compliance and supporting effective cash flow reporting for the Board of Directors.

Requirements

- Bachelor's degree in Accounting, Finance or related fields.
- 2-3 years of experience in Accounts Payable or General Accounting.
- Prior experience in a manufacturing or factory environment is highly preferred
- Strong knowledge of accounting principles and tax regulations regarding invoices.
- Proficiency in Microsoft Excel and experience with ERP/Accounting software.
- Ability to manage complex documentation and CAPEX-related files
- High level of integrity and attention to detail.
- Strong analytical skills with a focus on cost efficiency.
- Fluent in English and Vietnamese
- Entrepreneurial mindset: willing to take on tasks beyond core responsibilities when needed in a fast-paced startup environment.
- Detail-oriented, organized, and able to work independently as well as in a team.
- Strong teamwork spirit with a positive, collaborative attitude.
- Good communication skills with internal departments, external agencies, suppliers, financial institutions.
- Friendly, approachable, and driven by a sense of community service and long-term impact.

Contact

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