



PR/116778 | Finance Specialist

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1537068

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

<u>Position:</u>	Finance Specialist
<u>Salary:</u>	35,000 – 45,000 THB / month
<u>Welfares:</u>	Bonus, Housing, COLA and others
<u>Location:</u>	Amata City Rayong
<u>Working Day:</u>	Monday to Friday

Finance Specialist

Job Descriptions

- Prepare and process accounts payable payments in a timely and accurate manner.
- Receive, verify, and enter vendor invoices into the accounting system, ensuring accuracy and compliance with company policies.
- Maintain positive relationships with vendors, address inquiries, and resolve any discrepancies promptly.
- Reconcile accounts payable reports to the general ledger every month, ensuring consistency and accuracy.
- Assist in the preparation of expense reports and ensure compliance with company policies.
- Ensure proper filing and storage of all accounts payable documentation for auditing purposes.
- Ensure that accounts payable transactions comply with local tax laws and regulations.
- Assist with internal and external audits by providing necessary reports and documentation.

Qualifications

- Bachelor's degree in Accounting, Finance
- Minimum 2 years experience in AP and taxation skills
- knowledge of financial and accounting procedures
- Knowledge of financial regulations and financial software
- Knowledge of financial regulations for trading on various platforms
- Good interpersonal, strong analytical, and planning skills
- Good command in English or Chinese

Company Description