



PR/117245 | AP Accounting

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1539276

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 13th, 2025 10:33

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

Location: Ban Bueng, Chonburi (Shuttle service to Chonburi, Rayong Province area.)

Salary: Total not over 40,000 THB/Month

Business: Electrical Appliance Manufacturing Industry

Responsibilities:**Account Payable**

- Perform day to day processing of account payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner
- Receive, verify and match invoices with PO.
- AP Record Account Payable- Other (Domestic & Oversea)
- Record Account Payable-Math PO (Domestic & Oversea)
- AP closing and reporting
- Preparing Shipping, Freight invoices for Account Payable uploading to ensure that municipal finances are maintained in an effective, up to date and accurate manner
- Receive, verify and match invoices with PO.
- Process Travel Expense Reports
- Proceed payment by fund transfer

- Reconciliation of payments
- Prepare Voucher, Create Vendor master
- On time prepare PP.30 (input Vat) and Submit to revenue department
- Prepare input Vat report
- Prepare Withholding TAX report and Submit PND. 3,53,54 PP. 36
- Prepare withholding TAX certificate English version (RO. 20) report and submit to revenue department.
- Prepared and record Prepaid other & Prepaid Insurance
- Assist in year-end audit process

Fixed Asset

- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets.
- Recommend to management any updates to accounting policies related to fixed assets.
- Assign tag numbers to fixed assets.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculate depreciation for all fixed assets.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Calculate asset retirement obligations for those fixed assets.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic impairment reviews for intangible assets.
- Conduct periodic physical counts of fixed assets.
- Recommend to management whether fixed assets should be disposed of.
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.
- Represent the company during any audits by a government that involve fixed assets.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.

Qualifications / Skills:

- Bachelor's degree or higher in Finance / Accounting.
- Having experience in Account Payable local control would be advantage
- Knowledge of taxation
- Knowledge of general accounting procedures
- Knowledge about accounting system (SAP)
- Advance Excel skills.
- Good command in English

Company Description