



## PR/117052 | Accounting Chief

### Job Information

**Recruiter**
[JAC Recruitment Thailand](#)
**Job ID**

1540546

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 4th, 2025 09:01

### 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

**JOB DESCRIPTION:**

- Inventory management
- Record AP local and print voucher document
- Issue invoice and record AR local and print invoice and voucher document
- Preparing billing to customer (AR)
- Record AP/AR Oversea and print voucher document
- Preparing the payment to local supplier
- Preparing the payment to oversea supplier
- Record payment AP oversea
- Record, Control petty cash, Record petty cash entries in book and ERP
- Preparing the withholding tax document and sent to supplier, PND3 , 53, Transfer Pricing
- Preparing and submit document for request the withholding tax in English from Revenue Department
- Preparing input , output VAT report
- Control fix assets and preparing fix assets report (Record & calculate depreciation)
- Preparing the cash flow report, Preparing time of used machine report

**REQUIREMENTS & QUALIFICATIONS:**

- Bachelor's degree in related field
- At least 5-10 years experiences in Accounting
- Strong interpersonal communication
- Able to work multi-skills & well manage job duties
- Strong work ethic, self-motivation, integrity, and honesty
- Well English skills
- Good computer and presentation skills
- CPD Certificate

---

Company Description