



PR/117146 | Accounting Staff

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1540616

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:21

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

Responsibilities:

- Prepare the company's asset accounts
- Calculate the depreciation of each fixed asset item, along with the profit and loss from the sale of fixed assets.
- Prepare cost accounts classified by production department.
- Prepare monthly inventory reports
- Prepare invoices for domestic and international sales and record accounts.
- Record the accounts regarding the payment of debts from debtors.
- Monthly sales summary and outstanding debt summary

- Verify the accuracy of accounting records
- Review of the balance sheet and other profit and loss statements
- Make an income-expense estimate to submit Form P.N.D.51
- Prepare information to support the audit by the auditor.
- Contact and coordinate with other government agencies
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Qualification:

- Bachelor's degree in accounting or related.
- 3-6 years of work experience in accounting
- Have knowledge of Asset Accounting, Cost Accounting
- Have experience in Receivable and closing financial statements
- Have experience in testing stock systems, internal audits
- Have basic knowledge of BOI
- Can use Microsoft Office (Word, Excel, PowerPoint, Express accounting program)
- Able to communicate in English

Company Description