



JAC Recruitment

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Thailand

PR/117445 | Account Receivable

Job Information

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

1544771

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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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 responsibility

- Record and reconcile sales and collections daily to match with bank deposits and point-of-sales (POS) reports and prepare the journal entries (if any).
- Prepare documents and invoice accurately and promptly.
- Generate sales tax reports. – Follow up on outstanding receivables.
- Track withholding tax certificates from customers.
- Impact accounting balances and prepares various reports related to AR as assigned, such as AR Aging, Impact on revenue, and Output VAT.
- Assist the Audit process.
- Perform other tasks assigned by the supervisor.

Qualification

- Bachelor's degree in accounting or a related field required.

- Minimum 2 years of experience in Accounting (AR) required
- Strong knowledge of accounting principles and practices
- Having experience in restaurant business will be an advantage
- Computer literate in MS Office especially in Excel
- Detail-oriented with strong analytical and problem-solving abilities
- Ability to meet deadlines and work effectively in a fast-paced environment
- Ability to work independently and as part of a team
- Good in English ability (written)

Company Description