



PR/117446 | Account Payable

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1544772

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:19

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

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- Review and verify invoices (Checking for accuracy of invoices).
- Manage day-to-day accounts payable and bank transactions such as accounting records, withholding tax coding, and Input VAT verification.
- Monitor and ensure that account payable be paid on time.
- Prepare documents and create payment lists to internet banking.
- Responsible PND3, PND53, PND54, PP36 and PP30 as preparation and filing (Monthly tax).
- Collect VAT original invoices from our suppliers timely.
- Prepare a reconciliation and support schedules to financial statements.
- Assist with preparation of month end accounts, via porting of journals, input of expenditure accrual and reconciliations.
- Prepare reconciliation of bank statements.
- Review fixed assets and depreciation.
- 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 (AP) 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