



JAC Recruitment

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Thailand

PR/117445 | Account Receivable

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1549276

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:12

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)

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description