



PR/117606 | Senior Accountant

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1549455

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:14

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

Supporting Financial Manager & upper level in the area of AR, AP, Withholding Tax, VAT filing, Costing, fixed asset registration and depreciation, GL & month end closing and other works as assigned.

Key job duties/results areas descriptions:

Finance & Accounting Management Task:

- Responsible for treasury supporting.
- Responsible for processing payments, including issuing checks and performing SMART transfers for vendors billing including staff claims for payment recording upon receiving approval from the Financial Accounting (FA) Manager & checking supporting documents.

- Ensure all bank statements are accurately maintained, organized, and filed for easy reference and audit purposes and month-end reconciliation all bank accounts to ensure accurate financial reporting.
- Process withholding tax whenever it is applicable, issuing WHT certificate attached with the relevant payment for signature.
- In charge for WHT and VAT report & filing on monthly basis.

Responsible for AR, Billing & collection Task:

- Handle the preparation of all required customer billing documents, ensuring accuracy and timeliness.
- Confirm payment schedules with customers, coordinating with the messenger team for collections to secure timely payments.
- Immediately inform the FA Manager of any issues or delays in the billing or collection process to ensure proactive problem resolution.
- Ensure that all received customer payments are accurately recorded in the GSE system, maintaining up-to-date and accurate accounts receivable data.
- Month-end reconciliation by assisting in reconciling AR monthly to ensure accurate financial reporting.

Others Task:

- Coordination on Non-PO Invoices: Collaborate with relevant teams to verify and follow up on all non-PO (Purchase Order) invoices to ensure they are recorded within the correct accounting month.
- Month-end reconciliation by assisting in reconciling non-PO payables monthly to ensure accurate financial reporting.
- other works as assigned.

Qualification

- Bachelor's degree in BA, Major in Accounting
- 3-5 years experiences in accounting, area of AP, AR, VAT & WHT filing, Costing
- SAP system is preferable
- Fluent conversational English is required
- Proficiency in accounting software, ERP systems, and Microsoft Office Suite, particularly Excel.
- Understand the Revenue Code for Withholding and VAT

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Company Description