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JAC Recruitment Thailand

PR/117854 | ACCOUNTING OFFICER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1554680

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:23

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

Position: Accounting Officer

Location: Prawet, Bangkok

Main Responsibilities**Accounts Receivable (AR):**

- Oversee customer accounts to ensure timely payments and address any billing issues.
- Prepare and send invoices, receipts, and account statements promptly and accurately.
- Follow up on overdue accounts and arrange payment plans when needed.

Accounts Payable (AP):

- Review and process vendor quotations, purchase orders, and invoices in line with company policies.

- Organize and prepare payments for approval, including checks and bank transfers.
- Reconcile vendor accounts and resolve discrepancies.
- Handle employee expense claims and reimbursements.

Financial Records & Reconciliation:

- Maintain precise and current records for AR and AP.
- Conduct regular account reconciliations to ensure data accuracy.
- Support month-end and year-end financial closing activities.

Reporting & Tax Duties:

- Prepare AR/AP reports such as aging summaries and outstanding balances.
- Generate monthly sales order entry reports.
- Manage VAT and withholding tax reports.
- Perform bank reconciliations.
- Handle all tax filings (PND1, 3, 53, 54, PP30, PP36) and liaise with the Revenue Department.
- Monitor and report on cash flow.

Working Hours

Monday to Friday, 8:30 AM – 5:30 PM

Benefits

Accident, health, and dental insurance

14 days of annual leave

SSO

Qualifications

- Open to fresh graduates
- Vocational Certificate or Bachelor's Degree in Accounting
1–2 years of AR/AP experience preferred
- Basic English communication skills (spoken and written)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Self-driven, quick learner, able to work independently
- Capable of working under pressure and meeting tight deadlines

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