



PR/117968 | Accountant & HR APAC(Flexible hour)

#### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1556817

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

January 6th, 2026 02:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

#### Job Description

**RESPONSIBILITIES:****Accounting role:**

- Verify supplier invoice and Credit Note in SAP
- Process posting of Custom duties and VAT
- Perform invoice matching, cash receiving and cash payment
- Perform Bank reconcile
- Coordinate with Tax consultant each county to provide necessary information
- Provide Month-end closing

**Human Resources:**

- Responsible for administration
- Prepare offer letter, employment contract and employee confirmation
- Coordinate with HQ for employee benefit
- Coordinate with IT team to ensure proper equipment

Qualification:

- 3+years in Finance and accounting functions for multinational companies.
- Fluency in English.
- Bachelor's and/or Master's degree in Business Administration, Accounting or Finance
- Strong analytical, report writing and communication skills

#LI-JACTH #citybangkok

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Company Description