

# タイの求人なら JAC Recruitment Thailand

# PR/117968 | Senior 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

November 11th, 2025 10:01

### General Requirements

# **Career Level**

Mid Career

## Minimum English Level

None

# 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 equioment

### 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

**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