



JAC Recruitment

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JAC Recruitment Thailand

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