



PR/118044 | Senior Account Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1557740

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 03:00

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

Senior Account Executive

Location : Bangkok

???? Job Description

- Efficiently and accurately record financial transactions in the CW System
- Maintain and regularly update Accounts Payable and Accounts Receivable statements, sharing them with the Reporting Manager
- Proactively follow up with customers and suppliers regarding outstanding balances
- Conduct monthly reconciliations of payable accounts
- Perform thorough reconciliations of company accounts and bank statements
- Ensure timely payment of applicable taxes on invoices and maintain detailed records of all tax-related transactions
- Prepare and deliver monthly financial and management reports

???? Job Specification
Qualification

- Bachelor's degree in Accounting or a related field

Experience

- Minimum of 2 years of hands-on experience in managing accounts payable

Skills & Core Competencies

- Strong written English skills for documentation and professional email communication
- Solid understanding of basic accounting principles and tax procedures
- Proficient in Microsoft Excel and Word for financial documentation and reporting
- Clear and effective communicator within cross-functional teams
- Capable of prioritizing tasks and managing expectations in a dynamic work environment

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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

Company Description