



PR/118044 | Senior Account Executive

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1558216

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 06:00

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

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Company Description