



PR/118142 | Thailand Accountant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559061

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 09:01

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

Accounts Payable

- Receive Supplier Invoices from Warehouse team or supplier
- Seek approval from Operation manager
- Apply accounting codes
- Post Supplier Invoices to System

Accounts Receivable:

- Receive tickets and other pre-invoice documents from team
- Check Service/job Ticket Information etc.

- Prepare Customer Invoices
- Apply accounting codes

Banks and Petty Cash

- Prepare Bank reconciliation on Weekly, Monthly and on yearly basis
- Prepare and release payments
- Seek approval from appropriate authority for release of fund

Intercompany:

- Prepare/Receive Intercompany Invoices.
- Dispatch Intercompany Invoices.
- Receive Intercompany Invoices.
- Seek approval for Intercompany Invoices.

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Company Description