

タイの求人なら JAC Recruitment Thailand

PR/118163 | Accounting Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1559824

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 08:00

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

Position: Accounting Staff (Hybrid Working)

Location : Bangkok

Job Responsibilities

- Prepare monthly expense summaries
- Handle vendor and employee payments (Accounts Payable management)
- · Manage petty cash
- Prepare tax certificates and submit RO20
- Prepare and submit WHT PND 3, 53, 54 to the Revenue Department
- · Perform other accounting tasks as assigned

Qualifications

- Thai nationality, age 25-28
- Bachelor's degree in Accounting or a related field
- Minimum of 2 years' experience in AP function

- Strong English skills (TOEIC 550+)
- Proficient in Accpac 300, Microsoft Dynamics 365, and MS Office
- Good personality, interpersonal skills, and a team-oriented mindset
- · Service-minded, detail-oriented, with strong communication and coordination skills
- Ability to work under pressure

Benefits

- Annual bonus (twice a year)
- · Flexible working hours
- Meal and transportation allowances
- Medical and dental allowance
- Language allowance (Japanese/English)
- Provident fund
- Training and development programs
- Annual health check-up
- · Car purchase support
- Company events (trip, New Year party, etc.)
- Uniform provided
- · Congratulations/condolence allowance

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