



## 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**

September 30th, 2025 10:34

### 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

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### Company Description