



PR/117990 | Senior Accountant(Body shops / Automotive)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1561545

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 11:00

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

Responsibilities:

- Record expenses, income, and all related accounting transactions.
- Issue invoices/receipts/tax invoices, collect payments from customers, and track payments.
- Review and prepare billing documents and supplier payments.
- Prepare weekly/monthly cash flow reports and analyze liquidity.
- Reconcile bank accounts, accounts receivable, and accounts payable, and update adjustments.
- Prepare repair cost reports (labor and parts) to analyze the body shop's profit/loss.
- Prepare and submit tax forms (Por Ngor Dor 3, Por Ngor Dor 53, Por Ngor Dor 30tax reports).
- Coordinate with external auditors and support monthly/annual financial statement closings.

Qualifications:

- Bachelor's degree in Accounting or a related field (Accounting license preferred)
- At least 3-5 years of accounting experience (Experience in body shops/automotive industry preferred)

- Knowledge of taxes and related accounting standards
- Proficient in accounting software (Winspeed) and Microsoft Office
- Attentive, responsible, and able to work under pressure
- Good coordination and teamwork skills

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Company Description