



PR/118071 | Specialist, Payment

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1562424

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 30th, 2025 12:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Accountabilities:

Payment process:

- Responsible for the whole payment process and payment support for transactions in pay-cycle period which is included
- Review all the payment-related reports i.e. overdue reports and reconcile the balance reports against the general ledger.
- Control and manage all of the payment team's documents such as payment vouchers, including preparing the checklist and distributing the documents for storage outside the company.
- Provide estimated payment amount for cash forecast.
- Handle any issues or discrepancies that arise during transactions.

A/R processes:

- Prepare and verify trade and non-trade sale invoices to ensure the accuracy and completeness of all supporting documents prior to posting transactions in the system.
- Prepare/Record intercompany receivable transactions in accordance with the accounting and group/company policies.
- Be a main contact point for other sales processes (e.g. scrap sales, FA disposal) and verify the completeness of evidence for the whole process
- Verify and record accounts receivable as well as foreign exchange rates against BOT and other group/company policies to ensure the accuracy of transactions prior to posting them in the system.
- Analyze past-due accounts and develop strategies to accelerate collections.

Report:

- Prepare tax support and reconcile reports.
- Support for weekly cash forecast report and report related to bank.

COMPLIANCE

- Understanding the relevant regulatory requirements governing payment processes
- Ensuring the completeness and accuracy of documents related to payment and A/R process align with regulatory compliance.

Qualification:

- Bachelor's degree or higher in accounting or related field.
- A minimum of 5 years of experience in payment operations.
- Knowledge of domestic and international payment guidelines
- Understanding of reconciliation preparation and financial reporting.
- Experience in manufacturing environment (Jewelry experience is preferred)

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Company Description