



PR/118703 | Accountant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1569751

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Manage payment processing for raw materials and general expenses, including verifying invoices, tax documents, and purchase orders
- Prepare and record Payment Vouchers (PV) and maintain accurate payment records for management approval
- Handle JV entries for payroll, bonuses, and budget adjustments; process advance reimbursements and related offsets
- Issue checks for petty cash and other payments as required
- Update daily bank balance and ensure accurate financial records
- Prepare and submit tax reports (VAT purchase/sales, withholding tax forms PND.3 and PND.53)
- Coordinate with external accounting firm for monthly and annual tax compliance
- Maintain proper documentation and filing of receipts, invoices, and payment records
- Generate monthly bank statements and liaise with banks for transactions and inquiries
- Support management with financial reporting and ensure compliance with company policies

Qualifications:

- Bachelor's Degree in Accounting or related field
- 1+ year experience in accounting (manufacturing experience is a plus)

- Strong knowledge of MS Office and accounting systems
- Detail-oriented, responsible, and able to work under pressure

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Company Description