



JAC Recruitment

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JAC Recruitment Thailand

## 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**

December 23rd, 2025 10:31

### 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

**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.

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## Company Description