



PR/118767 | Accounting Specialist (AP)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572258

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 07:00

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

Accounting Specialist (AP)

Location : Bangkok

- **Education:** Bachelor's degree in Accounting.
- **Experience:** At least 3 years in finance, accounting, or bookkeeping. Experience in AP or audit/accounting firms is an advantage.
- **Languages:** Strong command of Thai and English, both written and spoken.
- **Technical Skills:** Advanced Excel (Pivot Tables, VLOOKUP, complex formulas) and familiarity with ERP systems (SAP preferred).

- **Core Competencies:**

- Analytical thinking and attention to detail
- Integrity, accountability, and results-driven mindset
- Proactive and able to meet strict deadlines
- Strong communication and collaboration with internal teams and external stakeholders

Job Responsibilities

We are looking for a proactive and detail-oriented accountant to manage daily finance and accounting operations. This role ensures compliance with accounting and tax regulations, supports the month-end closing process, and provides insights into business performance.

Responsibilities:

General Accounting

- **Financial Records & Accruals:** Maintain accurate records, focusing on expense accruals and project-based revenue recognition to ensure complete monthly results.
- **Month-end Closing & Reconciliation:** Drive timely closings by reconciling bank accounts, AR/AP, fixed assets, and other key balance sheet items.
- **Fixed Asset Management:** Oversee the full asset lifecycle, including acquisition, transfer, disposal, and depreciation.
- **Audit Support:** Prepare documentation and assist internal and external auditors for efficient audit completion.
- **Budgeting & Forecasting:** Contribute to annual budget preparation and provide data for financial forecasts.

Accounts Payable (AP) & Payments

- **AP Process Management:** Handle vendor invoices, approvals, and payments across the AP cycle.
- **Tax Compliance:** Prepare Input VAT reports and issue Withholding Tax certificates.
- **Cross-department Collaboration:** Work with Procurement and Project teams to ensure accurate AP records and accruals.
- **Payment Execution:** Process vendor payments, employee reimbursements, and petty cash disbursements on schedule.
- **Reporting:** Reconcile AP aging and outstanding payments to support cash flow and liquidity management.

Accounts Receivable (AR) & Receipts

- **Billing:** Prepare and issue draft and tax invoices accurately and on time.
- **Collections:** Monitor AR aging, track outstanding invoices, and resolve billing discrepancies to ensure timely collections.
- **Revenue Recognition:** Manage accrued income and WIP accounts to ensure proper revenue recognition.
- **Tax Compliance:** Maintain Output VAT reports and reconcile Withholding Tax certificates received from customers.

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