



PR/118751 | F&A Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572811

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Issue invoices, debit notes, and credit notes; record accounts receivable transactions.
- Maintain accuracy and completeness of receivable accounts.
- Prepare and analyze reports such as aging and days outstanding to identify trends and risks.
- Manage monthly closing for accounts receivable and general ledger.
- Perform monthly bank reconciliations and resolve discrepancies.
- Maintain proper documentation for audits and compliance.
- Assist with special projects and ad hoc tasks as assigned.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Strong attention to detail with excellent numerical and analytical skills.
- Ability to work collaboratively and meet deadlines under pressure.

- Good English communication skills (written and spoken) preferred.
- Familiarity with Oracle ERP is a plus.

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Company Description