



PR/118841 | Accounting Officer (AR / Trade)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1572840

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 05:00

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

Position: Accounting Officer (AR/Trade)

Age: 25–29 years

Salary Range: 25,000 – 30,000 THB

Working Hours

Monday – Friday, 8:15 – 17:30

- 11 Saturdays per year (2026 calendar)

Responsibilities

- Manage domestic and international sales transactions, including accounts receivable in foreign currencies.
- Check and verify documents required for customs declarations.
- Review and validate supplier tax invoices (local, overseas, and intercompany).
- Calculate product costs, covering import duties, freight, shipping, and insurance.
- Prepare regular inventory reports.
- Record, confirm, and control transactions by converting foreign currencies to THB according to standard procedures.
- Ensure compliance with general accounting standards.
- Handle domestic and international tax matters related to trading activities.
- Perform other tasks as assigned by the supervisor.

Requirements

- Bachelor's degree in Accounting.
- GPA of 2.70 or above.
- 3–5 years of accounting experience.
- Background in international trade, import/export, or tax is an advantage.
- TOEIC score of at least 550.
- Proficiency in Microsoft Excel and MS Office.

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Company Description