



## 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.

**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