



## PR/118906 | Account Supervisor

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1575537

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2026 03:00

### General Requirements

**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

Workplace: Pathum Thani

Working Day: Mon-Fri

Manufacturing

**Key Responsibilities:**

- Managed month-end and year-end closings.
- Prepared and reconciled balance sheet details monthly, identifying discrepancies.
- Oversee bookkeeping
- Oversaw General Ledger (GL) operations, ensuring all daily transactions were accurately posted and updated in line with generally accepted accounting principles.
- Controlled fixed assets and inventory accounts.
- Prepared corporate income tax filings
- Reviewed VAT reports and conducted VAT reconciliations and investigations as necessary.
- Communicated with external and internal auditors.
- Collaborated with team members to manage and issue asset management records within the accounting system.
- Established and enforced proper accounting methods, policies, and principles.
- Acted as a compliance guardian and business partner across functions.

- Handled various ad-hoc financial and accounting tasks.

Qualification:

- Good in command in English.
- Bachelor's degree in Finance or Accounting or a related field.
- CPD Holder
- Strong skill in Microsoft Office (Excel, Word) with skills in accounting programs (SAP, Express, Accpac etc.)
- High accountability and responsibility.
- Strong ability to manage accounting team members.

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## Company Description