



PR/118949 | Accounting Officer (AR / AP)

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1575548

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 02:00

## 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/AP)

???? Salary Range: 26,000 – 35,000 THB

## Responsibilities

- Manage daily and monthly accounting operations efficiently.
- Record and process sales invoices accurately.

- Maintain and update Accounts Receivable ledgers.
- Maintain and update Accounts Payable ledgers.
- Verify invoice details prior to payment processing.
- Monitor client payments and follow up when necessary.
- Prepare, review, and issue withholding tax invoices.
- Reconcile Input VAT balances and prepare tax filings.
- Handle payments and oversee banking transactions.

#### Requirements

- Bachelor's degree in Accounting.
- 1–5 years of experience in accounting or a related field.
- Strong knowledge of accounting principles and tax regulations.
- Excellent communication and teamwork skills.
- Analytical mindset with problem-solving and creative thinking abilities.
- Ability to manage multiple tasks effectively.
- Must have own vehicle for commuting to the workplace.

**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