



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

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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