



PR/118966 | Accountant

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1575556

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2026 02:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**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

### Responsibilities

- Record and verify daily accounting transactions (journal entries).
- Prepare financial documents such as invoices, receipts, and payment vouchers.
- Ensure accuracy and completeness of accounting and financial records.
- Assist in preparing tax reports (VAT, withholding tax) and related documentation.
- Support monthly and yearly financial closing processes.
- Coordinate with other departments to ensure proper accounting information.
- Maintain organized filing of accounting documents for audit and review purposes.
- Perform other tasks as assigned by supervisors.

Qualifications

- Bachelor's degree in Accounting or related field.
- Basic knowledge of accounting principles and financial reporting.
- 2-5 years of experience in accounting (fresh graduates are welcome).
- Proficiency in Microsoft Office, especially Excel and Word.
- Strong communication and teamwork skills.
- Detail-oriented, responsible, and able to work under pressure.
- Basic understanding of taxation laws and accounting standards.

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Company Description