



PR/119270 | AR Officer

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1582462

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 17th, 2026 10:19

## 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:

- Prepare and issue sales invoices, receipts, and credit notes.
- Record and monitor accounts receivable transactions.
- Follow up customer payments and control overdue accounts.
- Reconcile AR balance with general ledger.
- Prepare AR reports and sales summaries.
- Coordinate with sales team and customers regarding billing and payments.
- Support monthly closing and other accounting tasks as assigned.

### Requirements:

- Bachelor's degree in Accounting or related field.
- At least 1–3 years of experience in Accounts Receivable.
- Basic knowledge of accounting and taxation (VAT).
- Able to use accounting software and Microsoft Excel.

- Detail-oriented, responsible, and able to work as a team.
- Basic English communication skills.

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## Company Description