



PR/119354 | Account Receivable (AR) officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1584433

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

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

Position: Junior Accounts Receivable (AR) Accountant

Location: Bangkok [Onsite]

Employment Type: Full-time

Experience: 1–3 years in Accounts Receivable

Key Responsibilities

- Manage and monitor Accounts Receivable transactions
- Issue invoices, debit notes, and credit notes accurately and timely
- Record customer payments and perform AR reconciliation
- Follow up on outstanding receivables and resolve billing issues
- Prepare AR aging reports and support month-end closing

- Coordinate with internal teams (Sales, Finance) regarding customer accounts
- Support audit and documentation requirements
- Perform other accounting tasks as assigned

Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- 1–3 years of experience in Accounts Receivable or Accounting
- Basic understanding of accounting principles (AR, GL, reconciliation)
- Experience using accounting systems or ERP (Oracle) is an advantage
- Proficient in MS Excel
- Detail-oriented, organized, and able to meet deadlines
- Stable employment history with a demonstrated commitment to previous roles
- Good communication skills in English.

What We Offer

- Competitive salary and benefits
- Opportunity to grow within the accounting and finance function
- Supportive team and professional working environment
- Training and career development opportunities

How to apply:

Interested candidates are welcome to apply with an updated CV.

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