



PR/119457 | Accounting & Finance Staff (AR)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586608

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Accounting & Finance Staff (AR)

Location : Bangkok

Salary : 20,000 THB

Qualifications

- Bachelor's degree or higher in Accounting or a related field
- Minimum 1 year of experience in accounting
- Proficient in both written and spoken English

- Skilled in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Strong coordination and interpersonal abilities
- Good problem-solving and negotiation skills
- Able to work effectively under tight deadlines and pressure
- Experience with SAP is a plus

Job Description

- Prepare and issue receipts and tax invoices to customers (DRC, DRF, DRN, DRA, DRM)
- Manage cheque dispatch and coordinate bank transfer processes
- Record general ledger voucher (GJV) transactions, including withholding tax and bank charges, in the SAP system
- Perform accounts receivable (AR) reconciliations to ensure accuracy
- Coordinate payment processing and document delivery

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Company Description