



## PR/119833 | Accounting Staff

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1599073

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

July 12th, 2026 07:00

### 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

#### Accounting Staff

**Roles & Responsibilities:-**

- Responsible for AP / AR
- Ensure timely collection and follow up with customer in non-payment cases.
- Reconciling document and record all AR transactions.
- Perform tax fillings, WHT, VAT
- Ensuring timely and accurate accounting report (AR Aging Report)
- Maintain Customer master data.
- Performing bank account reconciliations

- Supporting data weekly cash flow projection.
- Prepare month end closing and reporting process
- Provide supporting documentation for audits/government details
- Support project finance improvement and accounting efficiency.

**Qualifications:**

- Bachelor's Degree in Accounting or Finance.
- Minimum 0-2 years of work experience in Accounting or Finance, Welcome New graduate.
- Attention to details and the ability to Ability to work meets regular tight deadlines
- Strong team oriented, and capability to work in a collaborative manner with others
- Proactive, self-motivated and well-disciplined.
- Good working knowledge of Excel, Word and Power Point.

**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**