



PR/119921 | Accounting Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600026

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 16:34

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

Responsibility:

- Handle daily accounting operations, including accounts payable (AP), accounts receivable (AR), and payment processing
- Prepare and maintain financial records, reports, and supporting documents accurately and timely
- Verify invoices, receipts, and related documents to ensure correctness and compliance
- Support tax filing and documentation, and coordinate with external auditors when required
- Maintain proper documentation and filing systems for finance and accounting records
- Assist in administrative tasks related to finance and accounting functions

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- 1-3 years of experience in accounting or finance functions
- Basic knowledge of accounting principles and tax regulations
- Proficient in Microsoft Excel and accounting systems
- Detail-oriented, responsible, and able to meet deadlines
- Good communication and coordination skills

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Company Description