



PR/119648 | Payment Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1600282

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 30th, 2026 10:39

General Requirements

Minimum Experience Level

Over 6 years

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

Job DescriptionPayment Operations

- Manage end-to-end payment activities across all payment cycles, ensuring accuracy, completeness, and on-time execution.
- Ensure payment approvals, authorization limits, and workflows comply with internal controls and company policies.
- Validate withholding tax calculations, process fund transfers and wire payments, and confirm all supporting documents are complete.
- Review and reconcile payment records to ensure consistency with general ledger balances.
- Maintain proper control and organization of payment documentation, including vouchers and tracking checklists.
- Prepare payment forecasts to support effective cash flow planning and management.
- Analyze and resolve payment discrepancies or operational issues in a timely manner.

Accounts Receivable (A/R)

- Prepare, verify, and post trade and non-trade invoices with complete and accurate supporting documentation.
- Record and reconcile intercompany receivable transactions in accordance with group accounting policies.
- Act as the key contact for non-standard sales activities (e.g. scrap sales, fixed-asset disposals), ensuring proper documentation.
- Validate foreign exchange rates based on BOT and group guidelines and ensure accurate system posting.
- Monitor overdue receivables and support initiatives to improve collection performance.

Reporting & Compliance

- Prepare tax-related supporting schedules and reconciliation reports with accuracy and transparency.
- Contribute to weekly cash flow forecasts and bank reporting requirements.
- Ensure all payment and A/R documentation complies with regulatory, legal, and internal standards.
- Maintain a strong internal control environment aligned with corporate compliance requirements.

Monitoring & Process Improvement

- Monitor transactions for unusual or high-risk activities and escalate issues when necessary.
- Continuously assess workflows and implement improvements to enhance efficiency and accuracy.
- Support system enhancements, automation initiatives, and ERP implementation projects such as SAP.

Cross-Functional Collaboration

- Work closely with HR, Procurement, Treasury, and Finance teams to ensure seamless coordination.
- Liaise with banks, vendors, and external parties to resolve operational and transactional matters.
- Partner with the master data team to ensure vendor and bank information accuracy.

Additional Responsibilities

- Support bank account opening, maintenance, and other ad-hoc financial activities as needed.
- Identify opportunities to improve payment accuracy, speed, and process effectiveness.
- Provide support during audits and management reporting requests.

Qualifications

- Hold a Bachelor's degree or higher in Accounting, Finance, or a related discipline.
- Possess a minimum of **5 years of experience** in payment operations or accounts receivable.
- Demonstrate solid knowledge of both domestic and international payment regulations and practices.
- Have experience in financial reconciliation and reporting processes.
- Be proficient in MS Office, particularly Excel, Word, and PowerPoint.
- Have hands-on experience with ERP systems such as SAP, Oracle, or Dynamics AX.
- Communicate effectively in both **English and Thai**.
- Be proactive, detail-oriented, and able to work collaboratively within a team.
- Be comfortable operating in a multinational environment with strong work ethics and quality focus.

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Company Description