



JAC Recruitment

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JAC Recruitment Thailand

PR/120078 | Accountant (AP)

Job Information

Recruiter

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Job ID

1603132

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 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 Description

- Prepare and maintain all accounting documents related to Accounts Receivable (AR).
- Record, issue, and control sales invoices for both domestic and overseas customers.
- Handle all withholding tax matters and related documentation.
- Review and ensure compliance of VAT and other tax-related transactions.
- Manage accounting documents, records, and filing systems.
- Prepare accounting reports and provide support for accounting-related tasks.
- Coordinate and liaise with external accounting firms.
- Perform other assignments and ad hoc tasks as assigned by the Manager.

Requirements

- Strong knowledge of Finance, Accounting, and related business processes.
- Proficient in Microsoft Office applications.
- Minimum 2 years of experience in Accounts Receivable (AR) or general accounting.
- Experience working in a Japanese company or trading company is highly preferred.

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