



PR/120486 | Accounting & Administration

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1614496

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:16

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

Accounting & Administration Officer

Location:

Bangkok (Accessible by BTS)

Working Hours:

Monday - Friday, 08:30 - 17:30

Salary:

Up to 45,000 THB per month

Position Summary

The Chief Accounting & Administration Officer is responsible for overseeing daily accounting operations and administrative functions to ensure accurate financial records, compliance with Thai accounting and taxation regulations, and smooth office administration. This role will work closely with internal departments, external stakeholders, financial institutions, and management to support the company's financial and operational objectives.

Key Responsibilities

Accounting Operations

- Record and maintain daily accounting transactions accurately and timely.
- Handle Accounts Payable (AP) and Accounts Receivable (AR) processes and related administrative tasks.
- Prepare and process invoices, receipts, billing documents, payment vouchers, and other accounting documentation.
- Monitor outstanding receivables and follow up on customer payments.
- Verify accounting transactions against supporting documents and perform basic bank reconciliation activities.
- Process financial transactions through the company's online banking system.
- Support monthly, quarterly, and year-end closing activities.
- Maintain organized accounting records and ensure proper documentation filing.

Taxation & Compliance

- Assist in the preparation and submission of tax filings, including Value Added Tax (VAT) and Withholding Tax (WHT).
- Ensure compliance with Thai accounting standards and tax regulations.
- Coordinate with auditors and external service providers during audits and financial reviews.
- Support compliance-related documentation and reporting requirements.

Coordination & Administration

- Coordinate with internal departments on accounting and administrative matters.
- Liaise with banks, customers, suppliers, auditors, and external business partners.
- Support general administrative functions to ensure efficient office operations.
- Prepare reports, analyses, and accounting information as requested by the Managing Director.
- Perform other accounting and administrative duties assigned by the Managing Director.

Qualifications

Education

- Bachelor's Degree in Accounting, Finance, or a related field.

Experience

- Minimum 5 years of experience in accounting, taxation, and administration.
- Experience handling AP, AR, taxation, and financial documentation.
- Experience working with accounting systems and online banking platforms.

Knowledge & Skills

- Strong knowledge of Thai taxation, including VAT and Withholding Tax regulations.
- Good understanding of accounting principles and financial reporting.
- Strong computer skills, especially Microsoft Office applications (Excel, Word, PowerPoint).
- Good analytical, organizational, and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to coordinate effectively with internal and external stakeholders.
- Good command of Business English, both written and spoken.

Benefits

- Social Security
- Bonus
- Professional development opportunities
- Health Insurance
- Actual transportation
- Mobile allowance

Reporting To: Managing Director

Employment Type: Full-time, Permanent Position

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Company Description