

PR/120527 | Accounting Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1616075

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 12:00

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

Accounting staff

Location: Bangna

Key Responsibilities

- Manage day-to-day accounting operations, including Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL) transactions.
- Prepare, review, and maintain accounting documents, invoices, payment vouchers, and supporting records.
- Assist in monthly, quarterly, and year-end closing processes.
- Perform bank reconciliations and reconcile balance sheet accounts.
- Support the preparation of financial statements, reports, and management reporting packages.
- Coordinate with internal departments on accounting and finance-related matters.

- Prepare schedules, reconciliations, and documentation required for annual external audits.
- Ensure compliance with company policies, accounting standards, and relevant tax regulations.
- Maintain accurate and up-to-date accounting records within the SAGE300 system.
- Provide support for ad hoc accounting and administrative assignments as requested by management.

Qualifications

- At least 3 years of accounting experience in a Japanese company, preferably within a trading business.
- Holding a CPD license or eligible to apply for one.
- TOEIC score of 650+ with the ability to communicate effectively in English.
- Experience with SAGE300 or similar ERP/accounting systems is an advantage.

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