

PR/120676 | Accounting Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621197

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities
- Handle Accounts Receivable (AR) and Accounts Payable (AP) activities.
- Record purchase and payment transactions accurately and timely.
- Perform account reconciliations and support month-end/year-end closing.
- Manage and maintain fixed asset records.
- Coordinate with external auditors and relevant government authorities.
- Maintain accounting records and related documentation.
- Use Formula Accounting Software for daily accounting operations.

Qualifications
- Bachelor's Degree in Accounting or related field.
- At least 2 years of accounting experience.
- Experience in AR/AP, account reconciliation, and accounting entries.
- Basic knowledge of fixed asset accounting.
- Experience coordinating with external auditors and government authorities.
- Familiar with Formula Accounting Software.
- Detail-oriented, accurate, and able to work independently.

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