

PR/120728 | Accounting Admin Staff

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621744

Industry
Chemical, Raw Materials

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

Accounting Admin Staff

Salary: THB 20,000 - 25,000 + Transportation Allowance

Location : Bangkok

Working hours : Mon to Fri 9:00-18:00

Why Join Us?

Opportunity to work with a newly established Japanese company in Thailand

Direct exposure to regional and international business operations

Close communication with headquarters in Japan

Friendly and stable working environment with opportunities to grow alongside the company

Convenient office location in the heart of Bangkok (Ekamai area)

Key Responsibilities

- Handle accounting data entry and accounting vouchers using Express Accounting Software
- Prepare monthly financial and management reports for the Japan Head Office, including:
    - Profit & Loss Statements
    - Gross Profit Analysis
    - Financial Performance Reports
- Manage payroll processing and salary payments
- Handle Accounts Receivable (AR) and Accounts Payable (AP)
- Issue invoices and monitor customer payments
- Follow up on outstanding receivables
- Provide daily administrative and accounting support
- Support overall finance and accounting operations

Preferred Qualifications

- Experience working with a Japanese company is highly preferred
- Experience in accounting functions and monthly reporting to overseas headquarters
- Familiar with Express Accounting Software
- Able to register CPD is an advantage
- Bachelor's Degree in Accounting or related field
- Detail-oriented, responsible, and comfortable working in a small and growing organization

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