



## PR/116778 | Finance Specialist

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント タイランド

#### 求人ID

1537068

#### 業種

自動車・自動車部品

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2025年04月30日 16:20

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

|                            |                                 |
|----------------------------|---------------------------------|
| <b><u>Position:</u></b>    | Finance Specialist              |
| <b><u>Salary:</u></b>      | 35,000 – 45,000 THB / month     |
| <b><u>Welfares:</u></b>    | Bonus, Housing, COLA and others |
| <b><u>Location:</u></b>    | Amata City Rayong               |
| <b><u>Working Day:</u></b> | Monday to Friday                |

### Finance Specialist

### Job Descriptions

- Prepare and process accounts payable payments in a timely and accurate manner.
- Receive, verify, and enter vendor invoices into the accounting system, ensuring accuracy and compliance with company policies.
- Maintain positive relationships with vendors, address inquiries, and resolve any discrepancies promptly.
- Reconcile accounts payable reports to the general ledger every month, ensuring consistency and accuracy.
- Assist in the preparation of expense reports and ensure compliance with company policies.
- Ensure proper filing and storage of all accounts payable documentation for auditing purposes.
- Ensure that accounts payable transactions comply with local tax laws and regulations.
- Assist with internal and external audits by providing necessary reports and documentation.

#### Qualifications

- Bachelor's degree in Accounting, Finance
- Minimum 2 years experience in AP and taxation skills
- knowledge of financial and accounting procedures
- Knowledge of financial regulations and financial software
- Knowledge of financial regulations for trading on various platforms
- Good interpersonal, strong analytical, and planning skills
- Good command in English or Chinese

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会社説明