



JAC Recruitment

We are recruitment specialists around the globe

Thailand

## PR/117446 | Account Payable

## 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

1544772

## 業種

レストラン・フードサービス

## 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06月17日 10:19

## 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

## Job Description

- Review and verify invoices (Checking for accuracy of invoices).
- Manage day-to-day accounts payable and bank transactions such as accounting records, withholding tax coding, and Input VAT verification.
- Monitor and ensure that account payable be paid on time.
- Prepare documents and create payment lists to internet banking.
- Responsible PND3, PND53, PND54, PP36 and PP30 as preparation and filing (Monthly tax).
- Collect VAT original invoices from our suppliers timely.
- Prepare a reconciliation and support schedules to financial statements.
- Assist with preparation of month end accounts, via porting of journals, input of expenditure accrual and reconciliations.
- Prepare reconciliation of bank statements.
- Review fixed assets and depreciation.
- Perform other tasks assigned by the supervisor.

## Qualification

- Bachelor's degree in accounting or a related field required.
- Minimum 2 years of experience in Accounting (AP) required
- Strong knowledge of accounting principles and practices
- Having experience in restaurant business will be an advantage
- Computer literate in MS Office especially in Excel
- Detail-oriented with strong analytical and problem-solving abilities
- Ability to meet deadlines and work effectively in a fast-paced environment
- Ability to work independently and as part of a team
- Good in English ability (written)

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会社説明