



タイの求人なら  
JAC Recruitment Thailand

## PR/117854 | ACCOUNTING OFFICER

### 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

1554680

#### 業種

小売

#### 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09月09日 09:01

### 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

**Position:** Accounting Officer

**Location:** Prawet, Bangkok

#### Main Responsibilities

##### Accounts Receivable (AR):

- Oversee customer accounts to ensure timely payments and address any billing issues.
- Prepare and send invoices, receipts, and account statements promptly and accurately.
- Follow up on overdue accounts and arrange payment plans when needed.

##### Accounts Payable (AP):

- Review and process vendor quotations, purchase orders, and invoices in line with company policies.

- Organize and prepare payments for approval, including checks and bank transfers.
- Reconcile vendor accounts and resolve discrepancies.
- Handle employee expense claims and reimbursements.

**Financial Records & Reconciliation:**

- Maintain precise and current records for AR and AP.
- Conduct regular account reconciliations to ensure data accuracy.
- Support month-end and year-end financial closing activities.

**Reporting & Tax Duties:**

- Prepare AR/AP reports such as aging summaries and outstanding balances.
- Generate monthly sales order entry reports.
- Manage VAT and withholding tax reports.
- Perform bank reconciliations.
- Handle all tax filings (PND1, 3, 53, 54, PP30, PP36) and liaise with the Revenue Department.
- Monitor and report on cash flow.

**Working Hours**

Monday to Friday, 8:30 AM – 5:30 PM

**Benefits**

Accident, health, and dental insurance  
14 days of annual leave

SSO

**Qualifications**

- Open to fresh graduates
- Vocational Certificate or Bachelor's Degree in Accounting  
1–2 years of AR/AP experience preferred
- Basic English communication skills (spoken and written)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Self-driven, quick learner, able to work independently
- Capable of working under pressure and meeting tight deadlines

**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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会社説明