



タイの求人なら
JAC Recruitment Thailand

PR/117867 | Accounts Executive

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

1555436

業種

物流・倉庫

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08月19日 10:26

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

Accounts Executive Location : Bangkok Working : Mon-Fri (09:00-06:00)???? **Key Responsibilities:**

- Accurately and promptly record financial transactions in the CW accounting system
- Maintain and update Accounts Payable and Accounts Receivable records, ensuring timely reporting to the Accounts Manager
- Monitor and follow up on outstanding payments from customers and suppliers
- Conduct monthly reconciliations of payable accounts
- Perform regular bank and account reconciliations
- Ensure timely tax payments on applicable invoices and maintain detailed records of all tax-related transactions
- Prepare and deliver monthly financial and management reports

???? **Qualifications & Experience:**

- Bachelor's degree in Accounting or a related field
- Minimum of 2 years' experience in accounts payable

???? **Skills & Competencies:**

- Proficient in written English for documentation and email communication
- Solid understanding of basic accounting principles and tax procedures

- Skilled in Microsoft Office tools, particularly Excel and Word
- Strong interpersonal communication skills within a professional setting
- Capable of prioritizing tasks and managing expectations effectively

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会社説明