



JAC Recruitment

タイの求人なら  
JAC Recruitment Thailand

## PR/117876 | Accounting & Admin 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

1555440

#### 業種

福祉・介護

#### 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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: Accounting & Admin Staff

Location: BKK

Business: Trading service

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

### JOB RESPONSIBILITIES

#### ■Accounting & Finance

- Manage and process payroll, ensuring accurate time tracking, salary calculation, and statutory contributions.
- Handle accounts receivable and accounts payable; reconcile financial accounts and maintain accurate records.

- Support daily bookkeeping tasks, including journal entries, invoicing, bank deposits, and financial reporting.
- Assist with budgeting and financial forecasting.
- Manage tax payments and support monthly and annual tax audits.
- Prepare monthly financial and collection reports, including payment statistics and aging analysis.
- Ensure timely and accurate submission of all financial reports in compliance with accounting standards.
- Liaise with other departments to ensure consistency and accuracy of financial data.
- Coordinate with external accounting firms as needed.
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#### ■Administrative

- Oversee company assets, facilities, and equipment to ensure proper maintenance and functionality.
- Manage company contracts and agreements, including renewals and organized document filing.
- Prepare and maintain legal and regulatory documents as required by relevant authorities.
- Handle company licensing, ensuring timely renewals and full compliance.
- Provide administrative support to management and contribute to the overall efficiency of daily office operations.

#### JOB REQUIREMENTS

- This position, salary around 20,000 - 45,000 THB
- Bachelor's degree in any related field
- At least 3-5 years' experience in accounting and taxation
- Fair English speaking & writing, reading skills (comfortable in verbal & email communication in English)
- Experience in accounting environment and administration work
- Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

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会社説明