



PR/117968 | Accountant &HR APAC(Flexible hour)

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

1556817

業種

監査・税理士法人

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

2026年01月06日 02:00

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

無し

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

RESPONSIBILITIES:

Accounting role:

- Verify supplier invoice and Credit Note in SAP
- Process posting of Custom duties and VAT
- Perform invoice matching, cash receiving and cash payment
- Perform Bank reconcile
- Coordinate with Tax consultant each county to provide necessary information
- Provide Month-end closing

Human Resources:

- Responsible for administration
- Prepare offer letter, employment contract and employee confirmation
- Coordinate with HQ for employee benefit
- Coordinate with IT team to ensure proper equipment

Qualification:

- 3+years in Finance and accounting functions for multinational companies.
- Fluency in English.
- Bachelor's and/or Master's degree in Business Administration, Accounting or Finance
- Strong analytical, report writing and communication skills

#LI-JACTH #citybangkok

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会社説明