



タイの求人なら
JAC Recruitment Thailand

PR/118044 | Senior Account 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

1557740

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09月23日 03:00

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

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

Senior Account Executive

Location : Bangkok

???? Job Description

- Efficiently and accurately record financial transactions in the CW System
- Maintain and regularly update Accounts Payable and Accounts Receivable statements, sharing them with the Reporting Manager
- Proactively follow up with customers and suppliers regarding outstanding balances
- Conduct monthly reconciliations of payable accounts
- Perform thorough reconciliations of company accounts and bank statements
- Ensure timely payment of applicable taxes on invoices and maintain detailed records of all tax-related transactions
- Prepare and deliver monthly financial and management reports

???? Job Specification

Qualification

- Bachelor's degree in Accounting or a related field

Experience

- Minimum of 2 years of hands-on experience in managing accounts payable

Skills & Core Competencies

- Strong written English skills for documentation and professional email communication
- Solid understanding of basic accounting principles and tax procedures
- Proficient in Microsoft Excel and Word for financial documentation and reporting
- Clear and effective communicator within cross-functional teams
- Capable of prioritizing tasks and managing expectations in a dynamic work environment

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