



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

1560893

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10月07日 11:31

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

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

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

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会社説明