



PR/118071 | Specialist, Payment

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

1562424

業種

小売

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13日 08:00

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

Accountabilities:

Payment process:

- Responsible for the whole payment process and payment support for transactions in pay-cycle period which is included

- Review all the payment-related reports i.e. overdue reports and reconcile the balance reports against the general ledger.
- Control and manage all of the payment team's documents such as payment vouchers, including preparing the checklist and distributing the documents for storage outside the company.
- Provide estimated payment amount for cash forecast.
- Handle any issues or discrepancies that arise during transactions.

A/R processes:

- Prepare and verify trade and non-trade sale invoices to ensure the accuracy and completeness of all supporting documents prior to posting transactions in the system.
- Prepare/Record intercompany receivable transactions in accordance with the accounting and group/company policies.
- Be a main contact point for other sales processes (e.g. scrap sales, FA disposal) and verify the completeness of evidence for the whole process
- Verify and record accounts receivable as well as foreign exchange rates against BOT and other group/company policies to ensure the accuracy of transactions prior to posting them in the system.
- Analyze past-due accounts and develop strategies to accelerate collections.

Report:

- Prepare tax support and reconcile reports.
- Support for weekly cash forecast report and report related to bank.

COMPLIANCE

- Understanding the relevant regulatory requirements governing payment processes
- Ensuring the completeness and accuracy of documents related to payment and A/R process align with regulatory compliance.

Qualification:

- Bachelor's degree or higher in accounting or related field.
- A minimum of 5 years of experience in payment operations.
- Knowledge of domestic and international payment guidelines
- Understanding of reconciliation preparation and financial reporting.
- Experience in manufacturing environment (Jewelry experience is preferred)

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会社説明