



PR/118703 | Accountant

#### 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

1569751

業種

その他（メーカー）

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02月03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

基礎会話レベル

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:

- Manage payment processing for raw materials and general expenses, including verifying invoices, tax documents, and purchase orders
- Prepare and record Payment Vouchers (PV) and maintain accurate payment records for management approval
- Handle JV entries for payroll, bonuses, and budget adjustments; process advance reimbursements and related offsets
- Issue checks for petty cash and other payments as required
- Update daily bank balance and ensure accurate financial records
- Prepare and submit tax reports (VAT purchase/sales, withholding tax forms PND.3 and PND.53)
- Coordinate with external accounting firm for monthly and annual tax compliance
- Maintain proper documentation and filing of receipts, invoices, and payment records
- Generate monthly bank statements and liaise with banks for transactions and inquiries
- Support management with financial reporting and ensure compliance with company policies

##### Qualifications:

- Bachelor's Degree in Accounting or related field
- 1+ year experience in accounting (manufacturing experience is a plus)

- Strong knowledge of MS Office and accounting systems
- Detail-oriented, responsible, and able to work under pressure

**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