



## PR/118949 | Accounting Officer (AR / AP)

### 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

1575548

#### 業種

福祉・介護

#### 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04月14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

???? Position: Accounting Officer (AR/AP)

???? Salary Range: 26,000 – 35,000 THB

### Responsibilities

- Manage daily and monthly accounting operations efficiently.
- Record and process sales invoices accurately.

- Maintain and update Accounts Receivable ledgers.
- Maintain and update Accounts Payable ledgers.
- Verify invoice details prior to payment processing.
- Monitor client payments and follow up when necessary.
- Prepare, review, and issue withholding tax invoices.
- Reconcile Input VAT balances and prepare tax filings.
- Handle payments and oversee banking transactions.

#### Requirements

- Bachelor's degree in Accounting.
- 1–5 years of experience in accounting or a related field.
- Strong knowledge of accounting principles and tax regulations.
- Excellent communication and teamwork skills.
- Analytical mindset with problem-solving and creative thinking abilities.
- Ability to manage multiple tasks effectively.
- Must have own vehicle for commuting to the workplace.

**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