



## PR/119354 | Account Receivable (AR) officer

### 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

1584433

#### 業種

ITコンサルティング

#### 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 06:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 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: Junior Accounts Receivable (AR) Accountant

Location: Bangkok [Onsite]

Employment Type: Full-time

Experience: 1-3 years in Accounts Receivable

#### Key Responsibilities

- Manage and monitor Accounts Receivable transactions
- Issue invoices, debit notes, and credit notes accurately and timely
- Record customer payments and perform AR reconciliation
- Follow up on outstanding receivables and resolve billing issues
- Prepare AR aging reports and support month-end closing

- Coordinate with internal teams (Sales, Finance) regarding customer accounts
- Support audit and documentation requirements
- Perform other accounting tasks as assigned

#### Qualifications

- Bachelor's degree in Accounting, Finance, or related field
- 1–3 years of experience in Accounts Receivable or Accounting
- Basic understanding of accounting principles (AR, GL, reconciliation)
- Experience using accounting systems or ERP (Oracle) is an advantage
- Proficient in MS Excel
- Detail-oriented, organized, and able to meet deadlines
- Stable employment history with a demonstrated commitment to previous roles
- Good communication skills in English.

#### What We Offer

- Competitive salary and benefits
- Opportunity to grow within the accounting and finance function
- Supportive team and professional working environment
- Training and career development opportunities

#### How to apply:

Interested candidates are welcome to apply with an updated CV.

**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