



## PR/119456 | Accounting & Finance Staff (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

1586607

#### 業種

銀行・信託銀行・信用金庫

#### 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

2026年05月12日 12:01

### 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

Accounting & Finance Staff (AP)

Location : Bangkok

Salary : 25,000 - 28,000 THB **Qualifications**

- Hold a bachelor's degree or higher in accounting or a related discipline.
- Possess 2–3 years of professional accounting experience.
- Strong proficiency in both written and spoken English.
- Skilled in Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Demonstrated ability to collaborate effectively and maintain good interpersonal relationships.
- Strong analytical, problem-solving, and negotiation abilities.
- Capable of working under tight deadlines.

- Familiarity with SAP is considered an asset.

**Job Responsibilities**

- Oversee the full Accounts Payable cycle, ensuring payments are accurate and timely.
- Conduct general ledger reconciliations and resolve discrepancies to maintain financial accuracy.
- Prepare and process CIV vouchers for General Administration expenses.
- Assist with financial closing activities, including mid-year and year-end reporting.
- Handle NBV daily requests and compile monthly reports.
- Manage fixed assets and leasing portfolios (such as operating leases, company cars, and spare vehicles), including renewals, early terminations, and transfers.
- Collaborate with internal teams to support smooth financial operations.
- Take on ad hoc assignments and provide assistance with finance-related tasks.

**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