



PR/119677 | Accounting Staff (CPD required)

#### 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

1598991

業種

ビジネスコンサルティング

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06月26日 10:49

#### 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 Staff (CPD required)

Location

Bangkok, Accessible by BTS

Working Hours

Monday – Friday, 8:30 AM – 5:00 PM

Salary

THB 40,000 – 50,000 (total package)

### Key Responsibilities

- Perform full-spectrum accounting operations including expense voucher verification, payment processing, accounts payable (AP) and accounts receivable (AR) management, issuance of invoices and tax invoices, and collection follow-ups
- Manage bank accounts and cash flow, including local and overseas remittances, and ensure proper cash management.
- Handle general accounting tasks such as recording accounting entries in QuickBooks, performing monthly closing independently, preparing financial statements, and coordinating with external auditors.
- Manage all tax-related matters including VAT, withholding tax (WHT), and corporate income tax filings in compliance with Thai regulations.
- Support budgeting and reporting processes including annual budget preparation and quarterly performance reporting.
- Prepare and submit statutory and regulatory reports, including quarterly consolidated financial reports and annual filings to the Department of Business Development (DBD) and Board of Investment (BOI).

### Qualifications

- Bachelor's degree in Accounting or related field
- Minimum 3 years of accounting experience
- Experience working in:  
Japanese companies and Small-sized organizations (approx. 10 staff)
- Ability to perform monthly closing independently
- Experience using QuickBooks
- Valid CPD license/certification

### Preferred Qualifications

- More than 5 years of practical accounting experience.
- Experience in audit firms or foreign companies.
- English proficiency sufficient for accounting tasks and communication.

### Key Competencies

- Strong attention to detail and accuracy.
- Ability to work independently in a small team environment.
- Good communication in English and coordination skills.
- High level of responsibility and accountability.

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会社説明