



PR/119711 | ACCOUNTING ASSISTANT MANAGER

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

1599006

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06月26日 10:49

応募必要条件

職務経験

6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: Accounting Assistant Manager (GL)

Location: Chachoengsao (shuttle bus provides from Bangkok)

Salary: 60,000 – 70,000 THB

About the Role

Our client, a well-established multinational company, is looking for a detail-oriented and experienced Accounting Assistant Manager (GL) to oversee key accounting functions including Accounts Receivable, General Ledger, Costing & Inventory, and Fixed Assets. This role plays a critical part in ensuring financial accuracy and supporting month-end and year-end closing processes.

Key Responsibilities

Manage and supervise core accounting functions including Accounts Receivable (AR), General Ledger (GL), Costing & Inventory, and Fixed Assets.

Review and approve accounting transactions such as payment, receipt, and journal vouchers to ensure accuracy and

compliance.

Ensure the correctness of invoices, tax invoices, and supporting financial documents.

Monitor and control AR outstanding balances and track aging reports to maintain healthy cash flow.

Oversee inventory reconciliation and perform necessary adjustments in the GL system.

Manage fixed asset records, including registration and depreciation tracking.

Lead month-end and year-end closing processes, ensuring timelines and accuracy (SAP system).

Prepare key financial reports including balance sheet and expense reports.

Verify account balances, record accruals, and ensure proper reconciliation.

Coordinate with internal and external auditors and ensure compliance with taxation requirements.

Support reporting to headquarters and management.

Requirements

Bachelor's degree in accounting or related field.

Minimum experience in financial accounting with exposure to GL, AR, and reporting functions.

Strong analytical, problem-solving, and leadership skills.

Hands-on experience with ERP systems (SAP preferred).

Good command of English (written & spoken).

Detail-oriented with strong organizational and time management skills

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