



PR/119921 | Accounting 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

1600026

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 16:34

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

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

Responsibility:

- Handle daily accounting operations, including accounts payable (AP), accounts receivable (AR), and payment processing
- Prepare and maintain financial records, reports, and supporting documents accurately and timely
- Verify invoices, receipts, and related documents to ensure correctness and compliance
- Support tax filing and documentation, and coordinate with external auditors when required
- Maintain proper documentation and filing systems for finance and accounting records
- Assist in administrative tasks related to finance and accounting functions

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- 1-3 years of experience in accounting or finance functions
- Basic knowledge of accounting principles and tax regulations
- Proficient in Microsoft Excel and accounting systems
- Detail-oriented, responsible, and able to meet deadlines
- Good communication and coordination skills

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会社説明