

PR/120527 | Accounting Staff

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
1616075

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10月20日 09:00

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

Location: Bangna

Key Responsibilities

- Manage day-to-day accounting operations, including Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL) transactions.
- Prepare, review, and maintain accounting documents, invoices, payment vouchers, and supporting records.
- Assist in monthly, quarterly, and year-end closing processes.
- Perform bank reconciliations and reconcile balance sheet accounts.
- Support the preparation of financial statements, reports, and management reporting packages.
- Coordinate with internal departments on accounting and finance-related matters.

- Prepare schedules, reconciliations, and documentation required for annual external audits.
- Ensure compliance with company policies, accounting standards, and relevant tax regulations.
- Maintain accurate and up-to-date accounting records within the SAGE300 system.
- Provide support for ad hoc accounting and administrative assignments as requested by management.

Qualifications

- At least 3 years of accounting experience in a Japanese company, preferably within a trading business.
- Holding a CPD license or eligible to apply for one.
- TOEIC score of 650+ with the ability to communicate effectively in English.
- Experience with SAGE300 or similar ERP/accounting systems is an advantage.

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