



## PR/116342 | Accounting & Finance Executive-MRT

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1510219

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 18:23

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Client business is global technology for system, networking and cyber securities.

**Responsibilities:**

- Manage all accounting transactions and post all entries in SAP timely and accuracy and maintaining general ledger accounts
  - Handle accounts payable and receivable, ensuring timely processing of invoices and receipts
  - Manage the payable performance, support the operation team in dealing with vendor, supplier contact and payment schedule
  - Monitor and manage staff claim in Concur
  - Monitor and follow-up on AR Collection to drive DSO improvements
  - Perform closing and preparing relevant tax filings and submitting them to the government properly and within the required timelines (e.g., withholding tax, VAT)
  - Conduct monthly balance sheet reconciliations and resolve any discrepancies to maintain accurate financial records
  - Maintain fixed assets records and control
- Work with internal and external auditors and prepare work papers
- Assist in the preparation of Cash forecasts on monthly basis
  - Assist Finance Manager in the preparation of monthly, quarterly and annual closings

Qualification:

- Bachelor 's Degree in Accounting, Finance or related field
- 5+ years working experience in Accounting & Finance
- Hands-on experience with SAP is a must
- Good knowledge in tax and accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)

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Company Description