



PR/116342 | Accounting & Finance Executive-MRT

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513400

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 12:21

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