



## PR/116361 | Accounting Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513409

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 12:02

### 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

#### Accounting Manager

Location: Bangkok (BTS Accessible)

Our client is a leading start up company. They are looking for Accounting Manager to lead the team. This position reports to Chief Finance Officer.

### Responsibilities

General Accounting

- Assist the accounting team members in controlling and maintaining accounting records for the general accounting area (such as cost/expense accrual, and accrued revenue from project operation) to ensure completeness and accuracy of the company's financial results monthly. to fixed assets
- Maintaining accounting records related (acquisition, transfer, disposal/write-off, and depreciation)
- Assist the accounting team members in monitoring and providing necessary reconciliations to support the period-end account closing process to ensure smoothness and timeliness of submission of the company's financial results and financial position.
- Assist the accounting team members in reconciling and maintaining accounting records related to tax transactions.
- Provide balance-sheet (BS) reconciliation report for month-end account closing (e.g. bank reconciliation, fixed assets register, other key BS items)
- Assist the accounting team members in supporting of annual work-program budgets and forecasting future financial needs.
- Assist the accounting team members to provide supporting information to external/internal auditors to ensure that they have all the necessary information to complete their audits in a timely manner.

#### Account Payable (AP) and Payment

- Assist the accounting team members to maintain accounting records related to AP from the Company's invoice received from a vendor.
- Ensure and monitor timely approval and payment of the Company's invoices,
- Process invoice payment/expense claim/petty cash and monitor approval/authorization of the payment as well as maintain accounting records in a timely manner.
- Maintaining and reconciling tax-related transactions and tax documents related to AP and payment (Input VAT report, Withholding tax certification to a vendor)
- Assist the accounting team members to support month-end closing tasks related to AP and payments. Coordinating with other teams (such as procurement and project coordinator/management) to monitor the completeness of recording AP and accruals.

#### Account Receivable (AR) and Receipt

- Assist the accounting team members with the accounts receivables process (i.e., preparing draft and tax invoice issuance) to ensure billing and receivables are correctly processed timely while monitoring deadlines for invoicing and payment collection.
- Review monthly aging reports to drive collection efforts for weekly collection projections and areas of risk.
- Assist the accounting team members to address and correct any discrepancies in accounts or billings.
- Assist the accounting team members with the month-end closing process pertaining to accrual income and work-in-progress. Maintain and perform reconciling tax-related transactions and tax documents related to AR and cash collection (e.g., Output VAT report, withholding tax certification received from customer).

#### Qualification:

- Bachelor's degree in accounting.
- Good communication skills in spoken and written Thai and English.
- At least 7 years of work with solid experience in finance and accounting/bookkeeping area.
- Strong skill in Microsoft Office (Excel, Word) with skills in accounting programs (SAP, Express, Accpac etc.)
- High accountability and responsibility.
- Strong ability to manage accounting team members.

- Able to deal with diverse stakeholders (e.g., another team member inside/outside the department and external parties).
- Working Hours: Mon – Fri 8.00 to 17.00 hrs.

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## Company Description