



## PR/116396 | Assistant Accounting Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1513428

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 04:00

### 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

Position : Assistant Accounting Manager

Location: Rama 3

Job Summary: Our client is beverage company. We are looking for a dedicated Assistant Accounting Manager to join our team.

Key Responsibilities: thank you ma'am I can see you google

- Managed month-end and year-end closings.
- Prepared and reconciled balance sheet details monthly, identifying discrepancies.

- Oversaw General Ledger (GL) operations, ensuring all daily transactions were accurately posted and updated in line with generally accepted accounting principles.
- Controlled fixed assets and inventory accounts.
- Prepared corporate income tax filings (P.N.D.50, P.N.D.51).
- Reviewed VAT reports (PP.30) and conducted VAT reconciliations and investigations as necessary.
- Communicated with external and internal auditors.
- Collaborated with team members to manage and issue asset management records within the accounting system.
- Established and enforced proper accounting methods, policies, and principles.
- Acted as a compliance guardian and business partner across functions.
- Handled various ad-hoc financial and accounting tasks.

Requirements:

- Good in command in English.
- Bachelor's degree in Finance or Accounting or a related field.
- 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.

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Company Description