



PR/116509 | Accounting & Administration

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1516362

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 14:00

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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: Accounting & Administration

Location: BKK

Business: Accounting Firm

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Maintain records on billing & collection status
- Generate invoice & DN and arrange for sending to clients
- Collect invoices from vendors and prepare documents for internal approval
- Inputting entries on accounting software
- Collect expense claims from employees and check
- Maintain & file accounting records
- Supporting preparation & submission of tax filling documents (VAT, withholding tax)

JOB REQUIREMENTS

- This position, salary around 35,000 - 50,000 THB
- Bachelor's degree in any related field
- At least 3-5 years' experience in accounting and taxation
- Fair English speaking & writing, reading skills (comfortable in verbal & email communication in English)
- Experience in accounting environment and administration work
- Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software

Interested candidate, please send your resume in English (Word format only) along with your recent photo and expected salary to us by E-mail

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Company Description