



## PR/116534 | General Accounting Section Head

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1516375

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 20:00

### 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 Ayutthaya)

Position: General Accounting Section Head  
 Location: Ayutthaya  
 Business: Manufacturing  
 Working hour: Monday – Friday, 09:00 AM – 18.00 PM

#### JOB RESPONSIBILITIES

- Responsible for accounting transaction. AP, AR, another General ledger, and reconcile bank.
- Verify payment vouchers and supporting documents.
- Verify WH/T and VAT calculation both from suppliers and to customer.
- Reconcile / prepare monthly WH/T reports for submissions to government.
- Review/ prepare monthly Input Tax reports with original tax invoices.
- Prepare month-end closing transaction and monthly P&L for management
- Monitor issuing invoices and billing to customer.
- Other assignment from immediate supervisor.

**JOB REQUIREMENTS**

- This position, salary around 40,000 - 60,000 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

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Company Description