



PR/116453 | Junior Accountant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1519878

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 11:40

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 Junior accountant (Workplace BKK)

Position: Junior accountant

Location: BKK

Business: Trading Service

Working hour: Monday – Friday, 08.00 AM – 17.00 PM

JOB RESPONSIBILITIES

- Payable entries to the internal accounting system
- Process employees' expense reports
- Prepare bank transfer data and check
- Check daily bank transactions
- Keep/Maintain control sheets for specific account titles
- Exchange accounting documents with HQ accounting dept.
- Register vendor/supplier codes to the system
- Prepare appropriate reports as requested by Chief Accountant

- Accounting document control

JOB REQUIREMENTS

- This position, salary around 20,000 THB – 30,000 THB
- Graduate in institution of education level, bachelor's degree or higher in accounting.
- Education: A relevant degree in Finance, Accounting, Business, or a related field.
- Excellent English writing skills..
- Able to use computer literacy in MS Office, Excel

Company Description