



## PR/116778 | Finance Specialist

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1523460

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 18:00

### 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

|                            |  |
|----------------------------|--|
| <b><u>Position:</u></b>    | <b>Finance Specialist</b>              |
| <b><u>Salary:</u></b>      | <b>35,000 – 45,000 THB / month</b>     |
| <b><u>Welfares:</u></b>    | <b>Bonus, Housing, COLA and others</b> |
| <b><u>Location:</u></b>    | <b>Amata City Rayong</b>               |
| <b><u>Working Day:</u></b> | <b>Monday to Friday</b>                |

### Finance Specialist

### Job Descriptions

- Prepare and process accounts payable payments in a timely and accurate manner.
- Receive, verify, and enter vendor invoices into the accounting system, ensuring accuracy and compliance with company policies.
- Maintain positive relationships with vendors, address inquiries, and resolve any discrepancies promptly.
- Reconcile accounts payable reports to the general ledger every month, ensuring consistency and accuracy.
- Assist in the preparation of expense reports and ensure compliance with company policies.
- Ensure proper filing and storage of all accounts payable documentation for auditing purposes.
- Ensure that accounts payable transactions comply with local tax laws and regulations.
- Assist with internal and external audits by providing necessary reports and documentation.

**Qualifications**

- Bachelor's degree in Accounting, Finance
- Minimum 2 years experience in AP and taxation skills
- knowledge of financial and accounting procedures
- Knowledge of financial regulations and financial software
- Knowledge of financial regulations for trading on various platforms
- Good interpersonal, strong analytical, and planning skills
- Good command in English or Chinese

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Company Description