



PR/116845 | Junior Accountant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1529935

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 11:35

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

Workplace: BTS Accessible

Working Day: Mon-Fri

Job Summary: Our client is Accounting Firm company. We are looking for a dedicated Senior Accountant to join our team.

Key Responsibilities:

- Managed month-end and year-end closings.
- Prepared and reconciled balance sheet details monthly, identifying discrepancies.
- Oversee bookkeeping
- 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
- Reviewed VAT reports 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.

Qualification:

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

- CPD Holder
- 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.

Company Description