



## PR/116408 | Accounting Manager

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメント タイランド

#### 求人ID

1513430

#### 業種

監査・税理士法人

#### 雇用形態

正社員

#### 勤務地

タイ

#### 給与

経験考慮の上、応相談

#### 更新日

2024年12月24日 12:22

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### Accounting Manager

Location: Bangkok (BTS Accessible)

Our client is a leading start up company. They are looking for Accounting Manager to lead the team. This position reports to Chief Finance Officer.

#### Responsibilities

#### General Accounting

- Assist the accounting team members in controlling and maintaining accounting records for the general accounting area (such as cost/expense accrual, and accrued revenue from project operation) to ensure completeness and accuracy of the company's financial results monthly. to fixed assets
- Maintaining accounting records related (acquisition, transfer, disposal/write-off, and depreciation)
- Assist the accounting team members in monitoring and providing necessary reconciliations to support the period-end account closing process to ensure smoothness and timeliness of submission of the company's financial results and financial position.
- Assist the accounting team members in reconciling and maintaining accounting records related to tax transactions.
- Provide balance-sheet (BS) reconciliation report for month-end account closing (e.g. bank reconciliation, fixed assets register, other key BS items)
- Assist the accounting team members in supporting of annual work-program budgets and forecasting future financial needs.
- Assist the accounting team members to provide supporting information to external/internal auditors to ensure that they have all the necessary information to complete their audits in a timely manner.

#### Account Payable (AP) and Payment

- Assist the accounting team members to maintain accounting records related to AP from the Company's invoice received from a vendor.
- Ensure and monitor timely approval and payment of the Company's invoices,
- Process invoice payment/expense claim/petty cash and monitor approval/authorization of the payment as well as maintain accounting records in a timely manner.
- Maintaining and reconciling tax-related transactions and tax documents related to AP and payment (Input VAT report, Withholding tax certification to a vendor)
- Assist the accounting team members to support month-end closing tasks related to AP and payments. Coordinating with other teams (such as procurement and project coordinator/management) to monitor the completeness of recording AP and accruals.

#### Account Receivable (AR) and Receipt

- Assist the accounting team members with the accounts receivables process (i.e., preparing draft and tax invoice issuance) to ensure billing and receivables are correctly processed timely while monitoring deadlines for invoicing and payment collection.
- Review monthly aging reports to drive collection efforts for weekly collection projections and areas of risk.
- Assist the accounting team members to address and correct any discrepancies in accounts or billings.
- Assist the accounting team members with the month-end closing process pertaining to accrual income and work-in-progress. Maintain and perform reconciling tax-related transactions and tax documents related to AR and cash collection (e.g., Output VAT report, withholding tax certification received from customer).

#### Qualification:

- Bachelor's degree in accounting.
- Good communication skills in spoken and written Thai and English.
- At least 7 years of work with solid experience in finance and accounting/bookkeeping area.
- 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.

- Able to deal with diverse stakeholders (e.g., another team member inside/outside the department and external parties).
- Working Hours: Mon – Fri 8.00 to 17.00 hrs.

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会社説明