



## PR/116509 | Accounting & Administration

### 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

1516362

#### 業種

ビジネスコンサルティング

#### 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

2025年03月04日 14:00

### 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

The Company is Japanese, now seeking for an experienced candidate to join as Senior Accounting and Finance (Workplace BKK)

Position: Accounting & Administration

Location: BKK

Business: Accounting Firm

Working hour: Monday – Friday, 09:00 AM – 18.00 PM

#### JOB RESPONSIBILITIES

- Maintain records on billing & collection status
- Generate invoice & DN and arrange for sending to clients
- Collect invoices from vendors and prepare documents for internal approval
- Inputting entries on accounting software
- Collect expense claims from employees and check
- Maintain & file accounting records
- Supporting preparation & submission of tax filling documents (VAT, withholding tax)

**JOB REQUIREMENTS**

- This position, salary around 35,000 - 50,000 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
- Computer skills in Microsoft Office (especially Excel) and basic experience in accounting software

Interested candidate, please send your resume in English (Word format only) along with your recent photo and expected salary to us by E-mail

JAC Personnel Recruitment Ltd | jac-recruitment.co.th

10F Emporium Tower 622 Sukhumvit Soi 24

Klongton, Klongtoey, Bangkok 10110 T: +66 2 261 1270, Tel : 087-081-0022

---

会社説明