



JAC Recruitment

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Thailand

PR/116778 | Finance Specialist

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

1523460

業種

自動車・自動車部品

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04月22日 21:00

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

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

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

会社説明