

POSITION: ACCOUNTANT

LOCATION: BANGKOK THAILAND

Key Responsibilities:

- Taking care of day-to-day accounting activities
- Preparing and submitting monthly accounting reports to the head quarters' accounting team
- Supporting the management team in preparing monthly business reports:
 - Monthly accounting report
 - Analysis of numbers
 - Sales details
- Coordinating and communicating with the operations team in monthly account closing
- Issuing tax invoices, credit notes and other documents in AR
- Issuing billing and receipts to customers and contacting customers for collection
- Reviewing general ledger entries for month-end closing
- Taking care of banking requirements including monthly reconciliation
- Coordinating with the head quarters' team, auditor and government officials in regard to monthly and yearly reports
- Supporting other tasks assigned by the Managing Director

Qualifications:

- Minimum 2 years of experience in accounting functions
- Knowledge of national tax, accounting and financial laws
- Thai nationality
- Bachelor's degree or higher in accounting or finance
- Must be good communication in English language
- Computer proficiency and experience in using accounting software
- Good analytical and communication skills

Qualified Thai nationals please submit your resumes stating present and expected salary & package details via **APPLY NOW**