

Accountant I (Payable)

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Company: Seagate

Location: Thailand

Category: other-general

Global Financial Services – Procure To Pay (GFS-PTP). Our scope of services includes Accounts Payable and Employee Reimbursement for worldwide Seagate as well as system support. Our goal is to provide the best information and support to our internal and external customers as quickly as possible with high quality.

About the role - you will:

Verify employee reimbursement report to ensure the completeness of supporting document, data recorded and aligned with each regional tax regulations and the Sarbanes-Oxley Act (SOX) compliance

Process payments to employee per the payment schedules and review payment documents to ensure the completeness of authorization approval

Co-ordinate with the Preferred Seagate Travel Agency and Corporate Travel team for resolving the issues related to invoices or payments

Prepare and distribute the weekly/monthly reports to customers

Manage and achieve the monthly GFS metric related to Accounts Payable

Prepare journal entry and account reconciliation for month end closing

Establish good relationship with internal and external customers

Prepare and support internal and external audits, including SOX test

Participate Lean and Kaizen project

Support special assignments as well as Seagate's activity

About you:

Good command of English skills

Work well with the team and adapt yourself with Organization

Fast learner, high energy, and positive attitude

Detail-oriented and accurate

Prioritizing and problem solving

Your experience includes:

Knowledge in Accounting Function

MS Office e.g., Excel, Power Point, Word.

SAP Application (if any)

Bachelors and/or equivalent experience

Location:

Home to 4,000+ employees, our Teparuk site produces nano-recording heads, a crucial component of the read/write functionality of a hard disk drive. Our Teparuk facility is a fun and active site. Here at work you and your colleagues can grab breakfast, lunch, dinner and snacks at our 24-7 on-site canteen and coffee shop. Get in a few laps around our running track or enjoy volleyball, ping pong, badminton or football through our on-site gymnasium and fitness center. We also offer music, dance and yoga activities. Enjoy many on-site festivals and celebrations as well as opportunities to give back to the local community.

Location : Teparuk Thailand

Travel : None

Innovation thrives in a culture that embraces different voices, where employees are equal contributors and are empowered to express themselves authentically. Building this culture takes constant work and willingness to be transparent about progress. Read more in our Diversity, Equity, and Inclusion, .

- Learn more about our commitment to the U.S. military and veteran community by watching this .

- 4th year in a row as a Best Employer for LGBTQ+ Equality

- 4th year in a row as a Best Company for Women in Technology

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