

## Accounting / GA Support

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Company: JAC Recruitment

Location: Thailand

Category: other-general

Senior Accounting & Administrative

Salary Range: THB 30,000 – THB 45,000

Location: BKK

Business: Import / Export / Trading

Responsibilities:

- Responsible for accounting transaction. AP, AR, another General ledger, and reconcile bank.
- Verify payment vouchers and supporting documents.
- Verify WH/T and VAT calculation both from suppliers and to customer.
- Reconcile / prepare monthly WH/T reports for submissions to government.
- Review/ prepare monthly Input Tax reports with original tax invoices.
- Monitor issuing invoices and billing to customer.
- Other assignment from immediate supervisor.

Qualification:

- Bachelor's degree in accounting.
- Minimum 2 years' experience in accounting or relevant fields.
- Good command of both spoken and written English will be advantage.
- Good command of English.

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

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