

## Assistant Account Manager Level

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Company: Talentvis

Location: Thailand

Category: other-general

Need : Female only

- Experience: more than 5 years up and
- Bachelor's degree in accounting
- Experience in ERP system would be in advance.
- Strong experiences in AP, AR, handle over all accountant
- Good command of speaking in English & writing

Age: 35 up - 40

Salary: Base around 45K

Position fee: 5,000 (fixed), Total: around 50K

Assist to conducting with cost calculation, monthly closings, account analysis and supporting accounting manager and G.M. Accounting in carrying out the responsibilities of the accounting department.

Ensure the standard cost to be released timely and accurately, prepare and implement annual standard cost set up & revaluation in time.

Assist to control G/L, A/R, A/P management, petty cash and inventory.

Assist to control assets, liabilities, revenue, and expenses entries by compiling and analyzing account information.

Ensure that accounting records are well prepared and maintained in accordance with

the company's accounting policies and related accounting principles.

Support Accounting Manager for monthly & yearly account closing and details of financial statement to ensure that reliable information is made available in a timely manner.

Experience in tax filing procedure (VAT, Withholding Tax) and BOI.

Coordinate with external parties and Government agency (auditor, RD etc.) regarding accounting issues, if any.

Bookkeeping-general ledgers which involve posting all daily financial transactions.

Accounts Payable/Receivable, booking and preparing voucher.

Balance Sheet Reconciliation with General Ledger.

Job as an assignment by management.

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