

## Assistant Accounting Manager

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Company: REERACOEN RECRUITMENT

Location: Thailand

Category: other-general

### Overview

#### Salary

60,000 THB ~ 70,000 THB

#### Industry

Trading(Food), Trading(Other), Trading(Computer/Telecommunication),  
Trading(Cosmetics/Healthcare), Trading(Machinery), Trading(Automotive),  
Trading(Electronics/Semiconductors), Trading(Pharmaceutical/Medical Equipment)

### Job Description

Job Description:

Report directly to the Accounting Manager.

- Day-to-day accounting activities, including accounts receivable, accounts payable, general ledger and review all voucher records.
- Review monthly tax filing i.e., PP.30, PND. 3 and 53.
- Analysis accounts and adjustment have proper review and approve prior to month-end closing.
- Assist to prepare financial statements and notes to financial statements and ensure accuracy, completeness and compliance with accounting standards and SET rules/regulations.

- Assist to prepare half-year, full-year tax submission (PND.51/50).
- Coordinate with external auditor, internal auditor, Revenue Department and other outside.
- Work collaboratively to identify, suggest, create, and implement process improvements.
- Coach, support, supervise and monitor accounting team (AR, AP and GL).

## **Qualifications**

### **Requirement**

Requirement:

- Bachelor's degree in accounting.
- 5 years of accounting experience with a minimum of 2 years relevant working experience.
- A positive and self-motivated attitude, willing to learn and be a good team player.

### **English Level**

Level 3 - Business Level

### **Other Language**

None

### **Additional Information**

#### **Benefit**

- Bonus
- Social security
- Group Insurance

#### **Working Hour**

8.30 ~ 17.30

#### **Holiday**

Saturday and Sunday

#### **Job Function**

Taxation

Bookkeeping

Internal Audit

Account Payable

Cost Accounting

Other (Accounting)

Inventory Control

Accounting Support

Account Receivable

Financial Statement Closing

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