

## Finance-Financial Accounting-Financial Account - AR

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Company: Lazada

Location: Thailand

Category: other-general

Department: **Finance/Legal** Location: **Thailand** Department: Finance/Legal Location: Thailand

**Job Description** Team and Role Introduction:

Responsibilities:

Main Job Tasks and Responsibilities

- Oversees the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings/collection etc.
- Validating SAP template before uploading in to accounting system for billing/collection/AR transactions.
- Monitoring all aspects of the collection of outstanding debts owed to the company including controlling issue invoice/Receipt.
- Ensures on-going compliance with corporate policies and procedures related to invoicing and collection.
- Oversee that accounts receivable team performs in agreement with accounting principles
- Prepare for Month end closing
- Prepare BS reconciliation/monthly/Quarterly/Yearly report.
- Verify Output vat and WHT report reconciliation to submit Tax team.
- Monitor and help junior staff for follow-up on AR Aging Report and resolve issues (if any) with related parties as necessary.
- Assist manager to supervises team and is responsible for managing the team to ensure that

work is properly.

-Assist manager to support business initiated, any new project or improvement process

-Performs other duties and responsibilities as assigned and Review operation Accounting  
outsource Tasks

-Adhoc Tasks as assigned **Job Requirements** Requirements/Qualifications(must have):

Qualifications

-Bachelor Degree in Accounting/ Having the accounting knowledge

-4-6 years' experience of working on an Accounts Receivable or Supervisor position.

-Able to communicate fairly in English (writing and speaking)

-Willing to learn the new things, can work under pressure with the limited timeline, have  
ownership

-Good Team Player. Work as a team

-Good analytical, interpersonal and problem-solving skills and good attitude

-Good command in Microsoft office (especially Microsoft Excel)

-Have problem solving skill

-Familiar with SAP would be advantage

-Able to Closing monthly

Requirements/Qualifications(good to have):

-Able to work immediately would be a plus

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