

Senior Accountant

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Company: JAC Recruitment

Location: Thailand

Category: other-general

Qualifications

- Bachelor's degree in accounting
- Working experience in accounting firm for more than 3 years **not audit firm or corporate side
- Has above-average Excel skills
- Has strong attention to details, analytical skills and is deadline-driven
- Prefer CPD license
- Experience for using QuickBooks system

Job Descriptions

1. BOOKKEEPING and ACCOUNTING

- 1) Keep in contact with clients assigned, get all the documents necessary for accounting & tax works.
- 2) Bookkeeping for clients assigned using QuickBooks system.
- 3) Prepare monthly and annual Financial Statements
- 4) Occasionally visit client's office to advise or to check their internal accounting process as requested.
- 4) Other accounting works.

2. TAX works

- 1) Calculation of Tax (Withholding tax, Value Added Tax, Personal Income Tax, Corporate Income Tax, etc)
- 2) Preparation of related tax declaration form

3) Other tax related works

3.Assistance

1) Supervise junior accounting staff for their Accounting and Tax works.

2) Support manager for the better operation.

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