

Senior Accounting Officer

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Company: Adecco

Location: Bangkok

Category: other-general

Job Responsibilities

Our client is a leading E-Commerce, Japanese Entertainment content Production and Distribution. They're urgently looking for Senior Accountant who will take care of 2 Junior members.

Verify, allocate, post, and reconcile accounts payable, receivable and Inventory.

Produce error-free accounting reports and present their results.

Manage accounting assistants and bookkeepers and provide input into department's goal setting process.

Direct internal and external audits to ensure compliance.

Plan, assign and review staff's work and support month-end and year-end close process.

Monitor the receiving-paying documents and all transaction to align with accounting and taxation principles.

Supervise and handle for financial accounting, accounting management and accounting of taxation.

Prepare company budget for executive.

Coordinate with subsidiary company, orditor, Revenue Department officer.

Other duties as assigned.

Experience requirements

Bachelor's Degree in Accounting, Finance or other related fields

A minimum of 3 years of progressive experience in Accounting or Finance required

Gives attention to detail and follows instruction.

Ability to work both independently and within a team environment.

Proficient in Microsoft Office Suite.

Knowledge of the process for recording, classifying, and summarizing financial transactions in accordance with company, statutory, tax, cost, and reporting requirements.

Ability to understand, reconcile, and substantiate balances in associated General Ledger accounts.

Analyzes and interprets data

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