

Sr Accountant - Inventory and Costing and Fixed Assets

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Company: Talentvis

Location: Thailand

Category: other-general

Experience in accounting software: SAP, AX

Good command of written and spoken English and able to communicate with foreign management team in English

Computer literate in MS office: Excel, PowerPoint, Word

Trustworthy, committed and good planning

Ability to work with little supervision.

Ability to work effectively under stressful conditions and multi-task

Able and willing to work cooperatively with other team members

The main responsibilities of Account Receivable and Collection staff is to support accounting and administration work required and assigned. Working under the direction of the Accounting and Administration manager, the Account Receivable and Collection staff supports and coordinates the daily activities of the accounting and administration modules to create and provide the information and documents with efficiency and accuracy.

Prepare for Daily sale reports for sale orders from AX system and sale transaction and charging fee by tender type from payment gateway for online channels (Line OA and E-pop)

Prepare daily report for unusual E-pop sale transactions reviewing

Prepare Daily sale reconciliation report between sale orders from AX system and CRM for boutique channel

Prepare monthly report for daily boutique sale transaction by tender type

Check Account Receivable record for all channels with bank statement and report from payment gateway for online channels and Process for Account Receivable Collection voucher

Prepare for Monthly report

- o Aging AR reconciliation

- o AR report in Orion

- o Output vat report

- o Bank Reconciliation

Monitor for AR overdue and follow up

Process for RCC report (Summary credit card fee by channel and tender type)

Monitor Claim Report for shipment and follow up Credit note

To be lead for controlling Inventory, Inventory destruction and physical count

To be lead for controlling Fixed Assets and physical count

Coordinate between other departments and Essence team for any related problems and support to solve

Assist in dealing with external auditor and internal auditor

Assist in implementing and monitoring all processes to rely on internal audit recommendation in accordance with the Group's policies and local statutory requirements

Support for any ad hoc works

Perform other duties as assigned or required

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