



JOB VACANCY

POSITION: Accountant (AR,AP)
(1 position) Permanent

Responsibilities:

- ❖ Entering Payable invoice as assigned *with match suppliers invoices against P/O, PR and ensures correct coding and completeness of Supporting documents.
- ❖ Ensure transaction record in accordance with accounting principle and company policies.
- ❖ Ensure correct handling of VAT and withholding taxes.
- ❖ Performing account payable reconciliation.
- ❖ Verify and resolve any discrepancies of invoice/PO/SPPM and Supporting documents.
- ❖ Coordinating with Procurement division and other divisions of any issue related to vendor invoice.
- ❖ Ad hoc report as assigned.
- ❖ Coordinating with other division (if required) to achieve organization mission.
- ❖ Coordinating with internal / external auditor and Revenue department /BOI
- ❖ Supporting and assisting the tem in Business planning and accounting.

Performing other related duties as assigned or requested from Business Planning and Accounting Management

Qualifications:

- ❖ Bachelor Degree in Accounting
- ❖ Generally Accepted Accounting Principles.
- ❖ Taxation; VAT, Withholding tax and Corporate income tax
- ❖ Accounting system, Oracle, ERP
- ❖ Ability to reconcile and analyze
- ❖ Attention to detail and accuracy
- ❖ Organizing and prioritizing
- ❖ Problem-solving skills
- ❖ Ability to meet deadlines
- ❖ Good communication skills both Thai and English
- ❖ Proficiency in excel and Microsoft Office
- ❖ Strong and Flexible

- ❖ At least 1-2 years experience in Accounting and Taxation
- ❖ Ability to work well under pressure
- ❖ Strong diligence and activeness
- ❖ Physical ability of Good Health and Fit for work
- ❖ Can working overtime and urgent case working follow requests from user

Location: Bangna Office, Bangkok

Interested candidates may apply by sending updated CV to:

E-Mail: tns-recruit@thainippon.co.th, Kingkarn-r@thainippon.co.th

Website: www.thainippon.co.th

Line ID: [tnsrecruit](#)

For details, please call 063-237-9838