



**CRESTEC (THAILAND) CO.,LTD.** (Head Office is located at Japan) is provided in printing services and multilingual document engineering services. We are now urgently seeking for the following position:

## **Accounting Supervisor (Ekamai) 1 position**

### **Job Description:**

- To prepare journal and ledger entries and verify various accounting entries for financial data processing systems
- Fixed asset management
- To proceed vendor invoices, account payable transactions
- To post entries to according records and handles transactions such as allotments, disbursements, voucher preparations and remittances
- To check and control all transactions related to taxation i.e. VAT,W/T  
To ensure correctness of accounting records and accuracy for both the payment and accounting records with full support documents and proper control
- To Prepare monthly accrued expenses at the end of the month
- To support for doing monthly and quarterly report
- To proceed improvement to increase efficiency and productivity for accounting team

### **Qualification Requirements:**

- At least 10 years experience in Accounting
- Thai nationality, age over 35-40 years old
- Bachelor Degree in Accounting
- Good command of English
- Knowledge in IFRS;PC Skills required include Excel, Power Point and Word
- Knowledge Payroll system

### **Working location:**

23/26-27 Sorachai Building 14<sup>th</sup> Floor, Sukhumvit 63 Road, Klongton-Nua, Wattana, Bangkok 10110

### **Application:**

Please send your full resume in English stating qualifications and experiences and recent photo to

**crestec\_recruit@crestec.co.th**

Tel. 02-714 3050

All applications will be treated in strict confidence.

Only short-listed candidates will be notified