

**Regional Container Lines Public Company Limited**

**WE'RE LOOKING FOR YOU !!**

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**[talentacquisition@rclgroup.com](mailto:talentacquisition@rclgroup.com)**

## **Accounting Officer**

### **Responsibilities:**

- **Process all invoices with correctness, correct approval, with no duplication Ensure no overdue for suppliers' invoices**
- **Prepare document compliance in making payment in line with Audit & RCL SOP requirement**
- **Register all invoices using SAP Module on daily basis**
- **Process invoices after receipt before processing payment**
- **Complete all accounting activities on month end closing**
- **Coordinate with Operation Team in relation to PO for timely payment processing**

### **Qualifications:**

- **Thai Nationality Only**
- **Bachelor's Degree in Accounting or Finance**
- **Minimum 0-1 years experience in related section**
- **Fresh graduate are welcome**
- **Good English communication**
- **Computer literate and able to use Ms Office**
- **Good co-ordinate and can do attitude**

**Please send resume (English) with your expected salary to**

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