



ST. THERESA INTERNATIONAL COLLEGE

Job Title: Accountant

Salary: Negotiable

Experience: 2-5 years

Job Description & Responsibility:

- Annual balance sheet
- Record the asset and property ledger of each month
- Checking the movements of the assets-with the bank statement
- Monthly/Annually accounting
- Estimation of income
- Accounting income, asset
- Issue invoices
- Other assigned duties

Job Specification:

- Male or female
- Between 27-35 years of age
- Bachelors Degree, Accounting or related field
- 2-5 years experience
- Knowledgeable in accounting
- Computer skills
- Highly responsible person, thoughtful and thorough
- Honest, patient, willing to work overtime
- Keen to learn new things for further self-development and improvement
- Cooperative and can work well in a team
- Coordinate and follow up on tasks
- Ability to work under pressure
- Ability to communicate in English is an advantage

Contact:

Please submit your application to mae@stic.ac.th and cc to hr@stic.ac.th and hre@stic.ac.th or contact our recruitment office at +66- 37-349933 – 6 Loc. 117.

Address:

1 Moo 6 Rangsit-Nakhon Nayok (Highway 305) Klong 14, Bungsan, Ongkarak, Nakhon Nayok 26120.