



Job Advertisement Form

Position: Accountant

ARGO Services Co., Ltd. is a Thailand base company, established in 2011 to serve the Oil & Gas industry in the province of Songkhla, the south of Thailand. We started with a rental cargo carrying unit supplier; we have been successful in a first step, notably by customer's feedback in services/ product's quality. We consistently offer high quality products and services to our customers with all relevant certificates and customer's requirements that are related to national and international standard.

Position	Accountant
Reference Code	AG-D-01-R201603005
Location	Songkhla, Thailand
Vacancy	1
Salary	Negotiation
Employment Type	Full Time
Benefits	n/a

Job description

- Other duties as assigned.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

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ARGO
SERVICES CO.,LTD.

- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

Qualification

- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections.
- Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and typing ability. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.
- Work requires willingness to work a flexible schedule.

Other

- Develop the annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.

Interested applicants may send their resumes to
careers@argoservices.co.th