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Indonesia

PR/122615 | Finance Accounting Assistant Manager

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1541635

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

1. Ensure accurate and timely recording of financial transactions in the company's accounting system.
2. Ensure accurate and timely reconciliation of accounts, including bank reconciliations, and the preparation of financial statements
3. Coordinate the preparation and filing of tax returns and ensure compliance with tax regulations.
4. Liaise with auditors during annual audits, ensuring the provision of necessary documents and explanations
5. Implement and maintain internal financial controls to safeguard the company's assets.
6. Identify areas for process improvement within the finance and accounting functions, recommending and implementing more efficient practices.
7. Ensure adherence to financial policies and procedures within the organization.
8. Supervise and mentor junior staff in the finance and accounting department, providing guidance and ensuring tasks are completed accurately and on time.

Requirements:

- Bachelor's degree in Accounting.
- Having experience working in CPA is an advantage.

- 5-7 years of relevant experience in finance and accounting, with at least 3-5 years in a Assistant Manager or managerial role.
- Having experience in logistics company at least 3 years.
- Familiarity with tax compliance, audit processes, and financial regulations.
- Strong understanding of financial reporting and accounting principles (PSAK/IFRS).
- Proficient in accounting software SAP.
- Proficiency in English, both written and spoken, especially for companies with international operations.

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Company Description