



## PR/123110 | Accounting Manager

### Job Information

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

1552517

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 13:01

### 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

#### ???? Office Management

- Oversee general office operations, including supplies, equipment, and vendor relationships
- Coordinate team schedules, meetings, and company events
- Maintain a positive and productive work environment
- Implement and improve administrative systems and processes
- Support HR functions such as onboarding, employee records, and compliance

#### ???? Accounting & Finance

- Manage accounts payable and receivable, payroll, and expense tracking
- Prepare monthly financial reports and assist with budgeting and forecasting
- Ensure compliance with local tax regulations and financial reporting standards
- Liaise with external accountants, auditors, and financial institutions
- Develop internal controls and financial procedures

#### ???? Skills & Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- 3+ years of experience in office or accounting management (startup experience preferred)
- Proficiency in accounting software (e.g., Xero, QuickBooks) and Microsoft Excel
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- High attention to detail and problem-solving mindset
- Ability to thrive in a fast-paced, ambiguous environment

???? What We Offer

- Competitive salary and performance bonuses
- Flexible work arrangements
- Opportunity to shape company culture and processes
- Direct impact on business decisions and growth
- A collaborative, mission-driven team

Would you like help turning this into a job post or tailoring it to a specific industry like tech, retail, or fintech? Or maybe you want to add a bit of flair to attract top talent? I've got ideas! ????

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## Company Description