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JAC Recruitment Indonesia

PR/123124 | Finance Accounting Tax Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1553272

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Preparing journals entries, maintaining the general ledger accounts, financial reports and assisting with monthly close processes
- Maintaining the petty cash transaction, cash advance & cash reimbursement
- Preparing payments by web banking system
- Maintaining documentations for accounts payable, purchasing and treasury
- Checking and calculating the tax (Wht 23, 26, Final, etc) from each incoming invoices
- Ensuring compliance with SAK (Financial Accounting Standards) and also Indonesia tax regulations
- Meeting processing and reporting deadlines
- Responding to information requests, and assisting with financial and tax audit
- Preparing monthly tax payments
- Preparing monthly income tax returns (SPT)
- Organize all accounting and finance department paperwork
- Assisting the accounting & finance manager as needed

Requirements:

- Bachelor's Degree in Accounting or Finance required

- 3+ years of accounting experience
- Have a Brevet A & B certificate is preferred
- Fluency in english is mandatory
- MS. Office skills (Excel, Word, Power Point)
- Experience with accounting system
- Knowledge of SAK (Financial Accounting Standards) and Indonesia Tax Regulations
- Experience in internal and external audit and even local tax authorities
- Excellent communicating skills, both written and verbal
- Strong numeracy and analytical skills
- Good problem solving and time management skills
- Highly organized and detail oriented

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Company Description