



JAC Recruitment

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JAC Recruitment Indonesia

PR/123124 | Finance Accounting Tax Staff

Job Information

Recruiter

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Job ID

1553272

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 9th, 2025 04:00

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:

- 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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description