



PR/123223 | Finance Accounting Tax Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1557731

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 03:00

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:

- Calculate and prepare tax payments
- Estimate and track tax refunds
- Complete monthly and annual reports in finance, accounting, tax
- Manage and create a company finance, accounting, tax database neatly
- Prepare required documents for finance, tax payments and refunds
- Identify tax payments to increase profits
- Follow the latest regulations regarding finance, accounting, taxation
- Coordinate with internal and external auditors
- Make monthly/annual financial reports in accordance with accounting standards.
- Accurately bookkeeping, bank reconciliation, and fixed asset management processes.
- Coordinate with external auditors for annual audits and monitor changes in tax/accounting regulations and implement policy adjustments.
- Understanding of accounting closing, budgeting, forecasting, and cash flow management processes.
- Others assigned tasks regarding finance, accounting, tax.

Requirements:

- Proven experience (3~ years) as Finance, Accountant, Tax Supervisor. Preferable in real estate company
- Hold Brevet A, B, C
- Proficient in using accounting software
- Bachelor's degree in Accounting / Finance / Taxation
- Strong analytical skills and good time management
- Detailed and observant of errors
- Proficient in Microsoft Office (esp. Excel and Word), Accounting & Bookkeeping
- Strong understanding of Indonesian tax regulations and accounting standards (PSAK 73/IFRS).
- Ability to work collaboratively in a team and take initiative
- Mastering Indonesian tax regulations (PPH, PPN, PPnBM, Transfer Pricing, etc.).

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Company Description