



PR/123241 | Accounting Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1559397

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 00:00

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

OVERVIEW

Our client, a Japanese Construction company is looking for Accounting Staff.

JOB RESPONSIBILITIES

- Responsible to key-in data including sub-contractors, Tax ID, Tax Certification, PO, and working budget to accounting system
- Create journal for accrual and payment of project cost and other
- Prepare internal control documents as requested
- Supporting document for audit process
- Do properly filling all vouchers and arrange the storage location
- Filing documents related to accounting

JOB REQUIREMENTS

- Min. bachelor's degree in accounting or economics from reputable university

Able to speak English

- Fresh graduates are welcome to apply
- Having Brevet A B Certificate would be a plus
- Candidate who has experience working in Japanese Company or Construction industry would be a plus

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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description