



JAC Recruitment

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JAC Recruitment Indonesia

PR/123481 | Accounting Staff

Job Information

Recruiter

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Job ID

1572309

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 13:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

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 looking for Accounting role. Accounting role plays a critical role in supporting accounting support in the office operations.

JOB RESPONSIBILITIES

- Organize and manage accounting vouchers and ensure proper documentation flow
- File and maintain supporting financial documents
- Perform Account Payable (AP) and Account Receivable (AR) data entry

- Assist the accounting team with monthly closing activities

JOB REQUIREMENTS

- Min. Bachelor's degree in Accounting or Finance
- Fresh graduates are welcome to apply
- Able to use excel
- Experienced using Myob system would be a plus
- Able to speak English

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