



PR/123481 | Accounting Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1572309

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 14:00

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

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Company Description