



## 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**

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

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#### Company Description