



PR/123563 | Accounting Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1575427

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description

- Prepare and issue sales invoices, create quotations, purchase orders, and delivery orders.
- Enter payment transactions into the company's e-banking system.
- Prepare and distribute proof of payment to relevant internal departments or external parties as needed.
- Maintain and organize withholding tax slips along with all related tax documentation.
- Coordinate with internal teams to resolve discrepancies related to invoices, payments, or tax matters.
- Maintain proper filing and documentation of invoices, payment records, and other accounting documents.
- Assist in month-end closing activities, including accounting reconciliations.
- Ensure compliance with applicable accounting standards and tax regulations.

- Provide support for daily accounting operations and administrative tasks as required.

Qualifications

- Min. 2 years' experience in accounting or finance.
- Solid understanding of accounting principles and basic financial reporting.
- Good knowledge of taxation, including VAT and withholding tax.
- Detail-oriented with a high level of accuracy and strong organizational skills.
- Proficient in Microsoft Excel and experienced in using accounting software.
- Ability to work independently and manage multiple tasks efficiently.
- Strong communication and coordination skills (Bahasa & English).

#LI-JACID

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Company Description