



PR/123817 | Tax Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1599773

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:55

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities of all Taxation & Billing activities of business and even Tax journalization as a routine work. They hand on with New Coretax system input experience include both administrative works and reconciliation for accounting Journal. Provide support to Supervisor and other departments by performing basic Accounting by collecting, monitoring, studying data and recommending actions to meet business goals. Also monitors and maintains Tax accounts and transactions of the organization from the aspect of accounting & financing.

Job Description:

- All responsibilities related to accounting and Tax activities in company
- Update All tax data and reports and able to reconcile tax an accounting data.
- Ability as an E banking Transaction maker to pay All Tax under supervision.
- Prepare and provide monthly, quarterly and annual Tax Report. Able to assist on annual Corporate Income tax

reporting of the company.

- Responsible to follow up data for Invoicing and assist on Customer Request for New Supplier requisition.
- Support Supervisor to establish a neat and timely Accounting journal posting.
- Assist on financial audits process.
Ensure compliance with local Tax regulation, able to communicate with the Tax Office to collecting information of relevant and updated Tax regulations.
- Support Manager to meet Tax and Financial audit timeline

Requirements:

- Bachelor's Degree or Diploma in Accounting or Fiscal administration preferred
- 2+ years' experience as accounting & Tax Staff is Mandatory
- Experience in monthly, quarterly and annual Tax reports.
- MS Office skills (Excel, Word, Powerpoint)
- Experience with ERP systems
- Experience in dealing with Tax Office Representative and Tax Auditor
- Experience in assisting internal and external audit and even local tax authorities
- Knowledge to do the book keeping for mid-sized company in wholesale industry
- Basic knowledge of importation
- Good communication skills, written and verbal, with the ability to clearly communicate issues
- Must have good organizational skills and ability to prioritize workload in order to meet deadlines
- Flexible with schedule during certain periods of the year (year-end, budgeting, month-end closing)

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Company Description