



## PR/123820 | Accounting Supervisor

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1599774

**Industry**

Retail

**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**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Responsibilities:**

- Prepare and maintain accurate financial records, reports, and documentation related to Finance, Accounting, and Tax
- Handle daily journal entries and ensure all transactions are recorded properly and in a timely manner
- Manage and monitor Accounts Receivable (AR) and Accounts Payable (AP), including invoicing, collections, and payments
- Reconcile bank statements and ensure consistency between financial records and actual balances
- Assist in monthly, quarterly, and yearly financial closing processes
- Support the preparation of financial statements and reports for management review
- Ensure compliance with local tax regulations and assist in tax reporting and filing

- Coordinate with internal departments to ensure smooth financial operations and proper documentation
- Monitor financial transactions and identify discrepancies, providing solutions when needed
- Maintain and improve accounting systems and processes for better efficiency and accuracy
- Support audits by preparing required documents and responding to auditor inquiries
- Perform other duties related to Finance, Accounting, and Tax as assigned

Requirement:

- Bachelor's degree in Accounting or any related major
- Experience in accounting and financial reporting
- Good understanding of accounting and taxation
- Experience using accounting systems (e.g., Accurate or similar) is a plus
- Able to communicate in English, both written and verbally
- Good communication and coordination skills

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## Company Description