



PR/123827 | Tax Staff

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1599779

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:55

## 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

Tax Staff (Cibitung)

Requirements:

- Minimum 2 years of experience in the same position
- Strong understanding of Indonesian tax regulations, including:
  - PPh 21, 23, 25, 26
  - PPN (VAT)
  - e-Faktur and e-Bupot
  - SPT reporting
- Hold Brevet Pajak A/B certification

- Proficient in computer applications (especially Microsoft Office)
- Experience in automotive industry companies will be an added advantage
- Detail-oriented, well-organized, and able to work independently or in a team

Responsibilities:

- Prepare and report tax returns accurately and on time
- Ensure compliance with applicable tax regulations
- Handle tax documentation and reporting systems (e-Faktur, e-Bupot)
- Assist in tax audits and inquiries when required
- Monitor and update tax-related data and records

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- Good analytical and problem-solving skills
- Strong attention to detail and accuracy
- English Skill both spoken and written

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## Company Description