



PR/123865 | Finance

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1599800

**Industry**

Business Consulting

**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

We are currently looking for a Finance Staff with a focus on Accounts Payable (AP) to support daily financial operations.

**Key Responsibilities:**

- Handle Accounts Payable (AP) transactions and payment processing.
- Manage approximately 100–200 transactions per month accurately and timely.
- Verify invoices and supporting documents before payment processing.
- Coordinate and communicate regularly with consultants and third-party vendors regarding invoices, payments, and related matters.
- Maintain proper financial records and filing systems.

- Assist in monthly closing and reconciliation processes.
- Ensure compliance with company policies and financial procedures.

**Requirements:**

Bachelor's degree (preferred in Accounting, Finance, or related field).

Minimum 3-4 years of experience in Finance/AP role.

Familiar with handling high-volume transactions.

Good communication skills in English, both written and verbal.

Detail-oriented, organized, able to manage responsibilities independently & coordinate effectively with the team members.

Proficient in Microsoft Excel and accounting systems is preferred.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description