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JAC Recruitment Indonesia

PR/123914 | Accountant

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1602360

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 04:00

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

Requirements:

- Bachelor's Degree in Accounting, Finance, or a related field
- Min 3 years of experience, CPA preferred, Brevet A, B
- Proficient in accounting software and MS Office applications (Word, Excel, PowerPoint)
- Experience with accounting systems – Accurate preferred
- Excellent attention to detail and accuracy
- Analytical and problem-solving skills
- Mature, independent, possessing a good work ethic, and a team player

- Fluent in written and spoken English

Key Responsibilities:

- Prepare and maintain all financial transactions, including entering data into accounting software and keeping accurate transaction records.
- Prepare and maintain accounts receivable, payable and general ledger accounts including, processing invoices, receipts, tracking payments, and following up on overdue payments.
- Reconciling accounts which involve comparing financial records to ensure that they match and resolving any discrepancies.
- Preparation of monthly and annual financial reports.
- Coordinate and liaise with external parties like auditors, bankers and tax advisors on related matters.
- Prepare and administer payments for employee claims.
- Other ad-hoc duties assigned.

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Company Description