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JAC Recruitment Indonesia

PR/124119 | Finance Accounting & GA

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1616772

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 13th, 2026 10:36

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

Key ResponsibilitiesAccounting

- Record and maintain daily financial transactions accurately and timely.
- Prepare journal entries and perform account reconciliations.
- Monitor and manage Accounts Payable (AP) and Accounts Receivable (AR).
- Assist in monthly, quarterly, and annual closing processes.
- Maintain general ledger and supporting schedules.
- Ensure proper filing and documentation of accounting records.

Finance

- Process payments, bank transactions, and cash management activities.
- Monitor company cash flow and prepare cash flow reports.

- Verify and reconcile bank statements.
- Support budgeting and forecasting activities.
- Assist in monitoring company expenses and financial performance.

Tax & Compliance

- Prepare and support tax reporting, including VAT and withholding tax documentation.
- Ensure compliance with Indonesian accounting standards and tax regulations.
- Assist during internal and external audits by providing necessary documents and explanations.

Reporting

- Prepare periodic financial reports and management reports.
- Analyze financial data and identify discrepancies.
- Provide administrative support related to finance and accounting functions.

Requirements

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum 1-3 years of experience in Finance and Accounting.
- Strong understanding of accounting principles and financial reporting.
- Familiarity with Indonesian tax regulations.
- Proficient in Microsoft Excel and accounting software/ERP systems.
- Detail-oriented, analytical, and able to work with high accuracy.

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Company Description