


# 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 27th, 2026 11:00

## 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.

**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