

PR/123923 | Accounting Assistant Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1619249

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES

- Create monthly financial report
- Create sales profit and target report
- Manage account schedule
- Create and preparing financial data regarding investment activities (LKPM purposes)
- Prepare data/supporting docs related to Corporate Income Tax Return (CITR)
- Request proposal to the Audit firm in terms of auditing fee of financial statements
- Check journal entry

- Review progress project report
- Create and check reconciliation report of tax base amount between corporate income tax report and monthly tax report and ledger
- To review the completeness data of fixed assets

JOB REQUIREMENTS

- Min. Bachelor’s degree in accounting/finance
- Min. 15 years in accounting related experience
- Preferable candidate who has Brevet Certificate

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Company Description