

PR/124139 | Accounting Assistant Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1619253

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
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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

One of our client, Japanese Electronics Manufacture company located at Cikarang is looking for an **Accounting Assistant Manager.**

Responsibilities

- Support overall accounting operations, including:
  - General accounting activities
  - Journal entries and account reconciliation
  - Fixed asset management
  - Budgeting and financial reporting

- Prepare periodic financial reports (monthly, quarterly, and annual).
- Monitor tax compliance and ensure fulfilment of monthly and annual tax obligations.
- Review company tax exposure and ensure compliance with applicable tax regulations.
- Support internal and external audits, including tax audits, statutory audits, and government audits.
- Maintain and strengthen internal control systems.
- Participate in fixed asset stock-taking activities.
- Coordinate with internal departments to collect and analyze financial data.
- Assist management with financial reviews and reporting activities.
- Lead, motivate, and develop team members to achieve departmental objectives.
- Perform other accounting and finance-related duties as assigned.

Requirements:

- Bachelor's Degree in Accounting, Finance, or related field from a reputable university.
- Minimum 3 years of experience as Assistant Accounting Manager or equivalent position in a manufacturing company.
- Experience working with ERP systems.
- Strong understanding of:
  - Financial accounting
  - Income Tax (PPh)
  - VAT (PPN)
  - Brevet A & B certification is an advantage.
- Good leadership, analytical, and problem-solving skills.
- High initiative, detail-oriented, and able to work independently.
- Conversational English proficiency.
- Able to join as soon as possible.
- Willing to work in Cikarang.

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