

PR/124186 | AR Controller (Billing & Collection) - Urgent Hiring

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1623450

Industry
Legal

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:56

General Requirements

Minimum Experience Level
Over 6 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

Employment Status: 8-Month Contract with Permanent Employment Opportunity (Subject to individual & company performance)

A leading global law firm is seeking a **Billing & Collections Manager** to join its **Finance team in Jakarta**.

Reporting directly to the **CFO** and partnering with **senior stakeholders across the business**, this strategic role will take ownership of the firm's **billing and collections function**, with a direct impact on **working capital performance, cash flow optimization, and revenue realization**.

Requirements

- **Minimum 6 years of experience** in Accounts Receivable, Billing, Credit Control, or Working Capital Management within a **multinational company**.
- **At least 3 years of Big 4 experience** (Audit or Consulting) will be highly preferred.

- Experience within **professional services, legal services, consulting, audit, or other knowledge-based industries** will be an advantage.
- **Bachelor's Degree in Accounting, Finance, or a related discipline** from a reputable university, with a **minimum GPA of 3.25**.
- Strong understanding of **invoicing processes, accounts receivable management, collection practices, and working capital management**.
- **Business-level English proficiency**, with the ability to communicate effectively and confidently with expatriate stakeholders and senior management.

Key Responsibilities

- Lead and manage the firm's **end-to-end billing and collection processes** to drive effective working capital management and support overall financial performance.
- Develop and execute **billing plans, timelines, and milestones** in close collaboration with Partners, Associates, and other key stakeholders to ensure timely invoice issuance.
- Oversee **accounts receivable and collection activities** , proactively managing outstanding invoices and driving timely cash collections.
- Prepare and present **billing, collection, and working capital reports** to the CFO, Partners, and other senior stakeholders.
- Identify **collection risks**, resolve billing-related issues, and drive **continuous process improvements** to enhance accuracy, efficiency, and cash flow performance.

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