


# PR/124208 | Accounting Staff

## Job Information

**Recruiter**
JAC Recruitment Indonesia

**Job ID**
1624010

**Industry**
Automobile and Parts

**Job Type**
Permanent Full-time

**Location**
Indonesia

**Salary**
Negotiable, based on experience

**Refreshed**
November 24th, 2026 10:55

## General Requirements

**Minimum Experience Level**
Over 1 year

**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

Accounting Staff

One of our client, a Japanese Aluminium Manufacturing is looking for Accounting Staff who can join immediately.

Responsibilities:

- Prepare and record daily accounting transactions through accurate journal entries.
- Maintain and update accounting records in accordance with company policies and accounting standards.
- Prepare monthly, quarterly, and annual financial statements internally without external accounting firm support.
- Conduct account reconciliations and ensure accuracy of financial data.

- Support month-end and year-end closing activities.
- Handle tax-related matters, including tax calculations, reporting, and compliance.
- Prepare and manage transfer pricing documentation and related tax requirements.
- Coordinate with internal and external stakeholders regarding accounting and taxation matters.

Sales Administration:

- Issue customer invoices accurately and in a timely manner.
- Input and maintain sales transaction data within the company system.
- Monitor invoice status and support collection activities when required.
- Prepare sales-related reports and documentation.

Requirements

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum 2-3 years of experience in Accounting and Taxation.
- Strong understanding of financial statement preparation and accounting principles.
- Experience handling corporate taxation and transfer pricing documentation.
- Familiar with accounting software and Microsoft Excel.
- Detail-oriented, analytical, and able to work independently.
- Good communication in English
- Able to join immediately. Fresh Graduates are welcome to apply
- Domicile near to Karawang or someone who is willing to relocate and work at Karawang area.

**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