



インドネシアの求人なら
JAC Recruitment Indonesia

PR/123124 | Finance Accounting Tax Staff

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1553272

業種

その他（商社）

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年07月29日 10:36

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Description:

- Preparing journals entries, maintaining the general ledger accounts, financial reports and assisting with monthly close processes
- Maintaining the petty cash transaction, cash advance & cash reimbursement
- Preparing payments by web banking system
- Maintaining documentations for accounts payable, purchasing and treasury
- Checking and calculating the tax (Wht 23, 26, Final, etc) from each incoming invoices
- Ensuring compliance with SAK (Financial Accounting Standards) and also Indonesia tax regulations
- Meeting processing and reporting deadlines
- Responding to information requests, and assisting with financial and tax audit
- Preparing monthly tax payments
- Preparing monthly income tax returns (SPT)
- Organize all accounting and finance department paperwork
- Assisting the accounting & finance manager as needed

Requirements:

- Bachelor's Degree in Accounting or Finance required
- 3+ years of accounting experience
- Have a Brevet A & B certificate is preferred
- Fluency in english is mandatory
- MS. Office skills (Excel, Word, Power Point)
- Experience with accounting system
- Knowledge of SAK (Financial Accounting Standards) and Indonesia Tax Regulations
- Experience in internal and external audit and even local tax authorities
- Excellent communicating skills, both written and verbal
- Strong numeracy and analytical skills
- Good problem solving and time management skills
- Highly organized and detail oriented

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会社説明