



PR/123241 | Accounting 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

1559397

業種

土木

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09月23日 11:23

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

OVERVIEW

Our client, a Japanese Construction company is looking for Accounting Staff.

JOB RESPONSIBILITIES

- Responsible to key-in data including sub-contractors, Tax ID, Tax Certification, PO, and working budget to accounting system
- Create journal for accrual and payment of project cost and other
- Prepare internal control documents as requested
- Supporting document for audit process
- Do properly filling all vouchers and arrange the storage location
- Filing documents related to accounting

JOB REQUIREMENTS

- Min. bachelor's degree in accounting or economics from reputable university

Able to speak English

- Fresh graduates are welcome to apply
- Having Brevet A B Certificate would be a plus
- Candidate who has experience working in Japanese Company or Construction industry would be a plus

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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会社説明