



PR/123563 | 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

1575427

業種

ITコンサルティング

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

2026年03月03日 09:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Job Description

- Prepare and issue sales invoices, create quotations, purchase orders, and delivery orders.
- Enter payment transactions into the company's e-banking system.
- Prepare and distribute proof of payment to relevant internal departments or external parties as needed.
- Maintain and organize withholding tax slips along with all related tax documentation.
- Coordinate with internal teams to resolve discrepancies related to invoices, payments, or tax matters.
- Maintain proper filing and documentation of invoices, payment records, and other accounting documents.
- Assist in month-end closing activities, including accounting reconciliations.
- Ensure compliance with applicable accounting standards and tax regulations.

- Provide support for daily accounting operations and administrative tasks as required.

Qualifications

- Min. 2 years' experience in accounting or finance.
- Solid understanding of accounting principles and basic financial reporting.
- Good knowledge of taxation, including VAT and withholding tax.
- Detail-oriented with a high level of accuracy and strong organizational skills.
- Proficient in Microsoft Excel and experienced in using accounting software.
- Ability to work independently and manage multiple tasks efficiently.
- Strong communication and coordination skills (Bahasa & English).

#LI-JACID

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会社説明