



PR/123865 | Finance

#### 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  
1599800

業種  
ビジネスコンサルティング

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06月26日 11:55

#### 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  
流暢

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

We are currently looking for a Finance Staff with a focus on Accounts Payable (AP) to support daily financial operations.

#### Key Responsibilities:

- Handle Accounts Payable (AP) transactions and payment processing.
- Manage approximately 100–200 transactions per month accurately and timely.
- Verify invoices and supporting documents before payment processing.
- Coordinate and communicate regularly with consultants and third-party vendors regarding invoices, payments, and related matters.
- Maintain proper financial records and filing systems.

- Assist in monthly closing and reconciliation processes.
- Ensure compliance with company policies and financial procedures.

**Requirements:**

Bachelor's degree (preferred in Accounting, Finance, or related field).

Minimum 3-4 years of experience in Finance/AP role.

Familiar with handling high-volume transactions.

Good communication skills in English, both written and verbal.

Detail-oriented, organized, able to manage responsibilities independently & coordinate effectively with the team members.

Proficient in Microsoft Excel and accounting systems is preferred.

**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