

PR/124119 | Finance Accounting & GA

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
1616772

業種
監査・税理士法人

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10月27日 11:00

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
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

Key ResponsibilitiesAccounting

- Record and maintain daily financial transactions accurately and timely.
- Prepare journal entries and perform account reconciliations.
- Monitor and manage Accounts Payable (AP) and Accounts Receivable (AR).
- Assist in monthly, quarterly, and annual closing processes.
- Maintain general ledger and supporting schedules.
- Ensure proper filing and documentation of accounting records.

Finance

- Process payments, bank transactions, and cash management activities.
- Monitor company cash flow and prepare cash flow reports.

- Verify and reconcile bank statements.
- Support budgeting and forecasting activities.
- Assist in monitoring company expenses and financial performance.

Tax & Compliance
- Prepare and support tax reporting, including VAT and withholding tax documentation.
- Ensure compliance with Indonesian accounting standards and tax regulations.
- Assist during internal and external audits by providing necessary documents and explanations.

Reporting
- Prepare periodic financial reports and management reports.
- Analyze financial data and identify discrepancies.
- Provide administrative support related to finance and accounting functions.

Requirements
- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum 1-3 years of experience in Finance and Accounting.
- Strong understanding of accounting principles and financial reporting.
- Familiarity with Indonesian tax regulations.
- Proficient in Microsoft Excel and accounting software/ERP systems.
- Detail-oriented, analytical, and able to work with high accuracy.

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会社説明