

PR/124208 | 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
1624010

業種
自動車・自動車部品

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11月24日 10:55

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
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

Accounting Staff

One of our client, a Japanese Aluminium Manufacturing is looking for Accounting Staff who can join immediately.

Responsibilities:

- Prepare and record daily accounting transactions through accurate journal entries.
- Maintain and update accounting records in accordance with company policies and accounting standards.
- Prepare monthly, quarterly, and annual financial statements internally without external accounting firm support.
- Conduct account reconciliations and ensure accuracy of financial data.

- Support month-end and year-end closing activities.
- Handle tax-related matters, including tax calculations, reporting, and compliance.
- Prepare and manage transfer pricing documentation and related tax requirements.
- Coordinate with internal and external stakeholders regarding accounting and taxation matters.

Sales Administration:

- Issue customer invoices accurately and in a timely manner.
- Input and maintain sales transaction data within the company system.
- Monitor invoice status and support collection activities when required.
- Prepare sales-related reports and documentation.

Requirements

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum 2-3 years of experience in Accounting and Taxation.
- Strong understanding of financial statement preparation and accounting principles.
- Experience handling corporate taxation and transfer pricing documentation.
- Familiar with accounting software and Microsoft Excel.
- Detail-oriented, analytical, and able to work independently.
- Good communication in English
- Able to join immediately. Fresh Graduates are welcome to apply
- Domicile near to Karawang or someone who is willing to relocate and work at Karawang area.

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