



PR/122499 | Accounting Staff

Job Information

Recruiter
[JAC Recruitment Indonesia](#)
Job ID

1506520

Industry

Securities

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Perform complex accounting activities to maintain a complete and accurate general ledger.
- Record and process financial transactions, including accounts payable and receivable.
- Reconcile bank statements and balance the ledger for regular reports.
- Ensure compliance with IRS rules and other relevant regulations.
- Prepare monthly/quarterly withholding tax certificates issued to suppliers.
- Handle electronic filing and electronic payment processes.
- Research and resolve accounting issues as needed.
- Communicate with finance staff and other management regarding accounting status

Requirements:

- Bachelor's degree in accounting from reputable university with minimum GPA 3,00.
- At least 5 years of working experience in the related field is required for this position, with having experiences in inventory report, invoicing by portal
- Proficient in English is mandatory
- Good communication skills
- Willing to work at Bekasi-Cikarang area

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Company Description