



## PR/122615 | Finance Accounting Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1510505

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 18:42

### 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:**

1. Ensure accurate and timely recording of financial transactions in the company's accounting system.
2. Ensure accurate and timely reconciliation of accounts, including bank reconciliations, and the preparation of financial statements
3. Coordinate the preparation and filing of tax returns and ensure compliance with tax regulations.
4. Liaise with auditors during annual audits, ensuring the provision of necessary documents and explanations
5. Implement and maintain internal financial controls to safeguard the company's assets.
6. Identify areas for process improvement within the finance and accounting functions, recommending and implementing more efficient practices.
7. Ensure adherence to financial policies and procedures within the organization.
8. Supervise and mentor junior staff in the finance and accounting department, providing guidance and ensuring tasks are completed accurately and on time.

**Requirements:**

- Bachelor's degree in Accounting.
- Having experience working in CPA is an advantage.

- 5-7 years of relevant experience in finance and accounting, with at least 3-5 years in a Assistant Manager or managerial role.
- Having experience in logistics company at least 3 years.
- Familiarity with tax compliance, audit processes, and financial regulations.
- Strong understanding of financial reporting and accounting principles (PSAK/IFRS).
- Proficient in accounting software SAP.
- Proficiency in English, both written and spoken, especially for companies with international operations.

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Company Description