



## PR/122499 | Accounting Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512125

**Industry**

Securities

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:26

### 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