



## PR/122602 | Accounting Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512245

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

April 2nd, 2025 15:00

### 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:**

- Record all company financial transactions accurately and completely.
- Create journals, ledgers, and other financial reports.
- Reconcile bank and other accounts.
- Handle receivables and payables.
- Prepare year-end financial statements and interim financial statements.
- Filing document
- Follow the latest regulations regarding finance, accounting, tax
- Coordinate with internal and external auditors
- Have Update knowledge of the latest tax regulations.
- Could Identify tax payments, calculate and prepare the tax payment

**Requirements:**

- Bachelor's degree in Accounting / Finance / Taxation

- +3 years experience as FAT (finance, accounting, tax) staff. Preferable in Japanese real estate company
- Proficient in English is mandatory
- Holds Brevet A, B & C
- Proficient in using accounting software
- Ability in Japanese Language will be a great plus point
- Has strong analytical skills and good time management
- Detailed and observant of errors
- Proficient in Microsoft Office (esp. Excel and Word), Accounting & Bookkeeping

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Company Description