

Fianance & Accounting Executive



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Phone :

Web :

Job Summary

Vacancy : 1

Deadline : Dec 10, 2025

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Employment Status : Full Time

Experience : 3 - 5 Years

Salary : Above IDR 10.000.000

Gender : Any

Career Level : Staff

Qualification : Bachelor Degree

Job Description

- Manage end-to-end finance processes – GL, AP, AR, and bank reconciliation.
- Prepare and review accurate financial statements in accordance with accounting standards.
- Handle month-end and year-end closing, including adjustments and reconciliations.
- Monitor cash flow, budgets, and provide financial forecasts and variance/performance analysis.
- Ensure tax compliance and timely report submission.
- Maintain internal controls and accurate financial reporting.
- Collaborate with internal teams and external auditors.
- Continuously update finance and accounting policies and improve processes

Education & Experience

- Bachelor's degree in Accounting or a related field.
- 2–3 years of experience managing full-cycle accounting and finance operations.
- Strong understanding of accounting principles and financial reporting standards.

Must Have

- Proficiency in accounting software and Microsoft Excel.
- Excellent analytical, problem-solving, and communication skills.
- High attention to detail and accuracy.

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
