



<https://www.jojonomic.com/job/finance-accounting-executive>

Finance Accounting Executive

Description

- Preparing and maintaining reconciliation between several generated reports from system and bank statements
- Responsible to verify and record accounting journals into the accounting system (JURNAL, XERO, cloud accounting based).
- Prepare support report and detail general ledger of financial report.
- Help identify and design accounting policies and work manuals.
- Handle yearly SPT and Tax account reconciliation
- Preparing daily and monthly reports

Qualifications

1. Bachelor's Degree of Accounting or Finance, from reputable university with minimum GPA 3,00
2. Fresh graduates are welcome, minimum 1-year experience will be an advantage
3. Experts in Ms. Excel
4. Able to work under pressure.
5. Attention to detail, organized and thorough with the desire for continuous improvement.
6. Ability to handle multiple tasks and changing priorities in a fast-paced environment.
7. Able to handle Tax is a plus

Hiring organization

PT JOJONOMIC

Employment Type

Full-time

Industry

Technology

Job Location

Jojonomic, Talavera Office Suite, 18th Floor, Jalan TB Simatupang, kav 22-26, RT.1/RW.1, Cilandak Bar., Kec. Cilandak., 12430, Jakarta Selatan

Working Hours

09.00 – 18.00

Base Salary

IDR 5.000.000 - 12.000.000

Date posted

March 9, 2021

Job Benefits

- Waktu kerja fleksibel
- Bisa kerja remote
- Asuransi kesehatan
- Aktivitas team building