



## **URGENTLY REQUIRED Accounting & Tax Staff**

### **Requirements:**

1. Bachelor's degree in accounting from a reputable university
2. Minimum 2 years of experience in accounting and taxation
3. Good knowledge of accounting software
4. Good understanding of taxation regulations and practices
5. Experience in handling general and subsidiary ledger activities
6. Good in Microsoft excel, particularly in accounting and financial applications
7. Attention to detail, high motivation and ability to work independently as well as in a team

### **Responsibilities:**

1. Perform daily bookkeeping activities, including recording and posting transaction accurately and timely
2. Prepare and maintain accurate general ledger entries & reconciliations
3. Support monthly, quarterly and year-end financial closing process, ensuring all journals entries are properly recorded
4. Prepare and check taxes and ensure compliance with applicable tax regulations
5. Liaise with other departments to gather supporting information and documents for financial transactions and ensure accurate posting
6. Monitor and cost control as well as manage fixed assets

Please send your application letter with latest resume, stating details of qualifications, summary of experience, current & expected salary, and other supporting documents, not later than two weeks after this advertisement to:

**HR SECTION  
Jl. Raya Kebayoran Lama Pal. 7 No. 31, Jakarta 12210  
or email to [hrd@sasinternasional.com](mailto:hrd@sasinternasional.com)**

only qualified candidates will be notified for further selection