



URGENTLY REQUIRED Finance Staff

Requirements:

1. Bachelor's degree in finance or accounting from a reputable university
2. Minimum 2 years of experience in finance and accounting operations
3. Excellent in Microsoft excel and accounting/finance software
4. Detail oriented, well organized, and self motivated
5. Able to work independently and collaboratively within a team

Responsibilities:

1. Record daily financial transactions accurately an in a timely manner
2. Process invoices, payments and review supporting documents accurately
3. Process account receivables follow ups
4. Perform bank and petty cash reconciliation on a regular basis
5. Maintain & organize financial documents and supporting records
6. Assist in the preparation of routine financial reports
7. Monitor transaction accuracy and ensure compliance with taxation regulations and internal procedures

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

only qualified candidates will be notified for further selection