



POSITION: Tax Specialist
CAMPUS/DIVISION: School-Wide/Business Office
REPORTS TO: Tax Manager
JOB OPENING: 27 May to 10 June 2022

PURPOSE:

Under the supervision of the Tax Manager, the Tax Specialist will be responsible for tax planning, compliance, and reporting.

QUALIFICATIONS AND EXPERIENCES

1. Minimum a bachelor's degree from an accredited institution with a major in Accounting or Finance
2. Minimum eight years of experience in the tax field
3. Proven knowledge in tax and accounting
4. Possess a Tax Certification (Brevet A, B, and C) is beneficial
5. Demonstrated experience in using Finance/Accounting Software System or ERP system.
6. Demonstrated ability to communicate effectively in English and Indonesian
7. Highly developed organizational ability, initiative, and motivational skills
8. Demonstrated ability in project management, and organizational skill
9. Demonstrated outstanding person with strong communication skills
10. Demonstrated experience using Microsoft Office (Word, Excel and PowerPoint) and Google Application
11. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
12. Ability to treat sensitive issues in a confidential manner
13. Ability to work independently and collaboratively with the team to achieve common objectives
14. Detail-oriented and has a high level of initiatives
15. Strong ability in analytical thinking and ability to work under pressure.
16. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Prepares and reviews all withholding tax (WHT) calculations to ensure compliance with the tax regulation and prepare the WHT slips for vendors
2. Prepares and analyses all tax-related reports for internal purposes.
3. Manages and monitors all tax payments to ensure that all payments are made on time in accordance with the tax regulation.
4. Prepares and reports all tax returns on time in accordance with the tax regulation.
5. Communicates with other departments within the School, vendors, and other third parties to make sure that all tax-related documents are obtained for payments, tax compliance and tax saving purposes.
6. Coordinates with a tax consultant and prepares all data needed for corporate annual tax returns.
7. Manages taxes relating to overseas transactions and importation.



8. Improves the Enterprise Resource Planning (ERP) systems (Oracle) and other related systems for tax calculation, reporting, and planning.
9. Improves the business processes relating to all taxes.
10. Coordinates with Human Resource Department and Payroll Officer in reviewing the withholding tax calculation for all employees.
11. Process and prepares the individual tax return for all employees.
12. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
13. Performs other related duties and assumes other responsibilities as assigned the Tax Manager /Head of Finance/CFO, including and not limited to other projects when deemed necessary.

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id.