



**POSITION:** Treasury Manager  
**CAMPUS/DIVISION:** School Wide/Business Office  
**REPORTS TO:** Head of Finance  
**JOB OPENING:** 19 July – 12 August 2022

**PURPOSE:**

Under the supervision of the Head of Finance, The Treasury Manager will be responsible to manage all activities relating to Treasury, Accounts Payable (AP), and Payroll functions.

**QUALIFICATIONS AND EXPERIENCES**

1. Minimum a bachelor's degree holder in Accounting or Finance from a reputable university
2. Minimum 10 years of working experience in banking or treasury management position
3. Demonstrated good management, leadership, organizational agility, initiative, and motivational skills
4. Ability to work independently and in coordination with Administrators and the Board of Management
5. Demonstrated experience in using Finance/Accounting Software System or ERP system
6. Demonstrated proficiency in Microsoft Office and Google Application
7. Detail-oriented and has a high level of initiatives
8. Demonstrated ability to communicate effectively in English and Indonesian
9. Demonstrated outstanding person with strong communication skills
10. Proven ability in managerial skills.
11. Strong ability in leadership, coaching & mentoring.
12. Outstanding personal with strong communication skills.
13. Strong leadership and project management skills.
14. Ability to work individually or in a team.
15. Strong ability in analytical thinking and ability to work under pressure.
16. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
17. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

1. Accounts Payable
  - a. Supervise the AP functions and make sure that all payments are supported by the complete documents
  - b. Make sure that the payment is made on time following the agreed payment schedules with vendors as stated in the PO, contract, etc.
  - c. Ensure zero discrepancy between net invoice amount after withholding tax and payment amount.
  - d. Periodic reconciliation of AP module against GL
  - e. AP process improvement
2. Treasury
  - a. Safeguarding the school's cash and cash equivalents



- b. Cash flow planning, monitoring, and reporting
  - c. Provide reconciliation of cash and cash equivalents balance against GL
  - d. Manage and optimize bank balance to support payment and investment income
  - e. Petty cash management and reporting
  - f. Cash advance management and reporting
  - g. Supervise and monitor the cashier's functions
  - h. Investment income management and reporting
  - i. Increase the number of online and offline payment channels
  - j. Treasury process improvement
3. Payroll
    - a. Supervise and monitor the payroll functions to ensure the accuracy of the calculation and payment
    - b. Coordinate with HRD to improve the payroll process and reporting
    - c. Reconciliation of payroll data, including the payroll-related taxes against GL
  4. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
  5. Performs other related duties and assumes other responsibilities as assigned by the 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](mailto:recruitment@jisedu.or.id).