

POSITION: Accounting Staff
REPORTS TO: Finance & Accounting Manager
CAMPUS: Cilandak/Business Office

PURPOSE

Reporting to the Finance and Accounting Manager, the Accountant Staff is responsible to assist the Finance and Accounting Manager to perform the book closing/reporting and improve the accounting system and financial reporting.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in accounting.
- Minimum of 5 years of relevant experience, with a preference for at least 3 years in prestigious Big 4 accounting firms.
- Proficient in using Finance/Accounting Software Systems.
- Demonstrated fluency in both written and spoken English.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint) and Google Applications (Google Drive, Google Sheets, Gmail).
- Excellent interpersonal and communication skills.
- Strong team player with conflict resolution abilities, and exceptional organizational skills.
- Proven ability to prioritize tasks and manage assignments effectively.
- Capable of executing duties with precision and efficiency, even without immediate supervision.
- Upholds strict confidentiality of sensitive information.
- Successful track record of collaboration with cross-functional teams and effective liaison with other departments.
- Commitment to working beyond regular hours and being available outside of school hours, including weekends or holidays.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

- Maintain accurate records for assigned accounts and ensure their balances are precise.
- Prepare monthly financial reports and forecasts, providing detailed analysis for accounts under supervision.
- Ensure the implementation of reconciliation procedures and accounting controls.
- Conduct balance sheet reconciliations and perform in-depth data analysis.
- Collaborate with auditors and facilitate communication with team members and other departments to fulfill data requests.
- Continuously enhance the accounting system, processes, and policies.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting.
- Perform other related duties and assume additional responsibilities as assigned by the Finance and Accounting Manager, including participation in school activities or events and attendance at workshops organized by JIS.

TO APPLY

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