

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

PURPOSE

Reporting to the Finance and Accounting Manager, the Accounting 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

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.