

POSITION: Accounting Officer  
REPORTS TO: Accounting and Finance Manager  
CAMPUS: Cilandak/Business Office

#### PURPOSE

Reporting to the Finance and Accounting Manager, the Accounting Officer is responsible for assisting the Finance and Accounting Manager in performing the book closing/reporting and improving 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 and be responsible for the accounts assigned, and make sure the balance for each account is accurate.
- Prepare the monthly financial report and forecast, including the analysis relating to the accounts under his/her responsibilities.
- Make sure all reconciliation and accounting controls are in place.
- Prepare the balance sheets reconciliation and analyze the data.
- Liaise with auditors and coordinate with other team members/departments for the data requested.
- Improve the accounting system, process, and policy.
- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting.
- Performs other related duties and assumes other responsibilities as assigned by the Finance and Accounting Manager, Head of Finance, or Chief Finance Officer, including but not limited to other projects when deemed necessary

#### TO APPLY

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto: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.