

POSITION: Payroll Officer
REPORTS TO: Head of Human Resources

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

The Payroll Officer is responsible for the accurate and timely processing of payroll for more than 600 JIS employees across multiple payroll groups. The role manages payroll data, prepares payments and reports, maintains payroll records, and responds to employee inquiries.

Working within Human Resources and in coordination with the Business Office, the Payroll Officer ensures that approved payroll amounts are paid correctly and that information provided for financial recording agrees with payments made.

QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES

1. Bachelor's degree in Human Resources, Business Administration, Finance, Accounting, or a related field.
2. Minimum 3 (three) years of relevant payroll, HR operations, or finance operations experience.
3. Experience processing payroll in a high-volume or complex organization.
4. Experience using payroll or HRIS systems; Oracle experience is preferred.
5. Strong numerical, analytical, and problem-solving skills, with excellent attention to detail.
6. Proficiency in Microsoft Excel or Google Sheets.
7. Ability to manage multiple payroll cycles and meet strict deadlines.
8. Strong communication and collaboration skills.
9. High standards of integrity, confidentiality, accuracy, and service.
10. Experience with multi-currency payroll is preferred.
11. Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Payroll Processing and Verification

- Process payroll for all assigned employee groups in accordance with approved payroll calendars.
- Review approved payroll instructions and enter salary changes, allowances, deductions, overtime, variable pay, and other payroll items.
- Check payroll inputs and outputs for completeness, accuracy, and unusual variances.
- Investigate discrepancies and process approved corrections.
- Prepare payroll reports for review and approval.
- Maintain clear documentation of payroll changes, approvals, and corrections.

Payments and Reporting

- Prepare and upload payroll bank transfer files after obtaining the required HR and Finance approvals.
- Verify that payment files agree with the approved payroll and follow up on rejected or incorrect transactions.
- Prepare overseas salary and retirement contribution payments using approved information and exchange rates.
- Confirm that completed transfers agree with approved payroll totals.
- Provide accurate payroll and payment information to the Business Office for financial recording and reconciliation.
- Assist Human Resources and the Business Office in resolving differences between payroll reports, payments, and financial records.

Statutory and Employee Support

- Prepare payroll data required by Human Resources for PPh 21, Benefit-in-Kind, BPJS, retirement contributions, and other applicable requirements.
- Process approved statutory deductions, benefits, and other employee transactions.
- Serve as a point of contact for routine employee payroll inquiries.
- Refer matters involving policy, compensation decisions, benefits eligibility, statutory compliance, or authorization to the appropriate HR or Business Office representative.
- Publish payslips and communicate payroll schedules and deadlines.

Controls and Collaboration

- Maintain accurate and confidential payroll records in accordance with internal controls and record-retention requirements.
- Provide payroll documentation for internal and external audits.
- Follow established approval requirements and segregation of duties.
- Escalate significant discrepancies, control issues, and recurring process concerns to the Head of Human Resources.
- Work closely with Human Resources and the Business Office to improve payroll accuracy and efficiency.
- Participate in payroll-system testing and process improvements as required.
- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties as assigned by the Head of Human Resources.

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 and the candidate's country of origin.
- 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.