
JOB VACANCY

ACCOUNTING STAFF

Responsibilities:

- Responsible for ensuring that financial transactions are accurately recorded.
- Ensure that all accounting documentation is complete and properly maintained.
- Ensure account balances are accurately reconciled, and financial statements are accurate, reliable, and prepared in accordance with applicable accounting standards and company policies.
- Prepare and record journal entries accurately and in accordance with applicable accounting standards and company policies.
- Verify financial documents and supporting records to ensure accuracy, completeness, and compliance with established procedures.
- Manage Accounts Payable (AP) and Accounts Receivable (AR), including invoice verification, payment processing, and monitoring outstanding balances.
- Record, monitor, and reconcile daily cash and bank transactions.
- Assist in the monthly financial closing process, including the preparation of journal entries, account reconciliations, and supporting schedules.

Requirements:

- Bachelor's degree (S1) in Accounting or Finance.
- Minimum 1–3 years of relevant experience in Accounting or Finance.
- Good understanding of accounting principles, financial reporting, and Indonesian tax regulations.
- Familiarity with accounts payable, accounts receivable, bank reconciliation, general ledger, and month-end closing procedures.
- Proficient in Microsoft Excel and familiar with accounting software.
- Able to work independently and collaboratively within a team.
- Honest, responsible, disciplined, and able to maintain the confidentiality of financial information.
- Proficient in administration and archive management.
- Proficient in English, both written and spoken, is preferred.
- Preference will be given to candidates who are local residents of **Dairi Regency**.

Send your CV to recruitment@ptdpm.co.id

Deadline of Submission October 20, 2026