

Job Title: Senior Tax Accountant

Employer: Salaki & Salaki, Public Accounting & Tax Consulting Firm

Location: Sequis Plaza Suite 307, Jl. Jend. Sudirman Kav. 25, Jakarta – Selatan 12920

Contact Information: (Ph) +21-520-3482/4533, (Fax) +21-520-3483

Salary: Negotiable

Job Description:

Salaki & Salaki is seeking for a Senior Tax Accountant to directly assist Tax Manager and to lead a team of staff level tax accountants with, but not limited to, the following responsibilities:

- Perform a detail review on preparation of book-keeping for book-keeping clients
- Perform a detail review on preparation of monthly tax compliance for tax clients
- Prepare and/or perform a detail review on the preparation of yearly tax returns
- Analyze data, documents, and other research findings related to tax field assignments (tax audit, tax objection, tax appeal, tax consulting, tax research, etc.)
- Assist Tax Manager in tax field assignments as necessary and required
- Supervise and lead a team of staff level tax accountants in any book-keeping and tax assignments
- If necessary, assist audit personnel in tax cases or issues related to an audit project

Qualifications:

- Bachelor's degree in Accounting
- 1+ year of relevant experience in accounting and taxation **required**
- Demonstrated a strong interest in the field of taxation
- Has obtained or in the process of obtaining Tax Consultant Certification A (Brevet A)
- PC proficient (Excel, Word, Power Point, Web-Browsers at the minimum)
- Demonstrated good command of Intermediate Level Business English (speaking, writing, listening)
- Excellent technical, oral, and written communication skills
- High attention to details
- Must be able to take initiative, and work well in team and independently to ensure timely and accurate completion of projects
- Must have strong time management skills with the ability to prioritize and work on multiple projects, and be able to work overtime if required
- Good interpersonal and leadership skills

Instruction to Apply: Please send a copy of your cover letter, recent CV, and recent 4 x 6 self-portrait to hrd@salaki-salaki.com