

Job Title: Staff Tax Accountant – Entry Level

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

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

Salary: Negotiable

Job Description:

Salaki & Salaki is seeking a Staff Tax Accountant to directly assist Senior Tax Accountant and Tax Manager with the following responsibilities:

- Prepare book-keeping for clients
- Prepare monthly tax reports for tax clients
- Analyze data and documentation for clients' annual tax reporting
- Prepare annual tax reports for tax clients
- Prepare documents and analyze data needed for tax field cases (tax audit, tax objection processing, tax appeal, etc.)
- Perform external research and compile research results into written report
- If needed, assist audit personnel in tax cases or issues related to an audit project
- Perform other duties as assigned

Qualifications:

- Demonstrated a strong interest in the field of taxation
- Bachelor's degree in **Accounting** required
- 1+ year of relevant experience in accounting and taxation (preferred). However, any fresh graduates are encouraged to apply
- Excellent technical, oral, and written communication skills
- Demonstrated proficiency in Microsoft Excel, and Word
- Demonstrated good command of Intermediate Level Business English (speaking, writing, listening)
- Must be able to take initiative and work independently (with minimal supervision) to ensure timely and accurate completion of projects
- Must have strong time management skills with the ability to prioritize and work on multiple projects
- Must have strong organizational, problem solving, and analytical skills

To Apply:

Please send your CV/Resume, a recent photo, and other documents to support your qualification for the position to:

Salaki & Salaki
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Jakarta, 12920
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