

Senior Accountant (M/F)

Organization: Yayasan Deutsche Internationale Schule

Location: BSD, South Tangerang

Employment Type: Full-time

Employment Status: Permanent Employee

About Us

Deutsche Schule Jakarta is a dynamic educational institution committed to supporting the holistic development of our students. To continuously ensure high standards of educational quality and administrative excellence, we are currently seeking an experienced and motivated **Senior Accountant (M/F)** to join our team as soon as possible.

Key Responsibilities & Duties

Accounting & Finance

- Lead and manage the complete financial bookkeeping system (Accounts Receivable, Accounts Payable, General Ledger, Fixed Assets) in accordance with Indonesian Generally Accepted Accounting Principles (SAK/PSAK) and applicable tax regulations.
- Independently perform monthly and annual closing processes, including all necessary postings and reconciliations.
- Conduct cost center accounting and budget analysis to provide transparent financial insights for each department and project.
- Monitor budgets, perform financial analysis, and prepare reports for the School Management and the Foundation.
- Prepare for and support internal and external audit processes.

Payroll

- Work closely with the HR department or external payroll service providers to ensure accurate and timely payroll payments for both teaching and non-teaching staff.

Strategic Contribution

- Actively participate in the preparation of the annual Budget Plan.
- Conduct economic feasibility analyses for school investments and projects.
- Provide financial advice to school management and prepare informative management reports.

Required Qualifications

Education & Experience

- Bachelor's degree in Accounting/Taxation (S1) or a professional qualification such as Brevet A & B.
- Several years of professional experience in finance and accounting, preferably with experience in the education sector, foundations/non-profit organizations, or multinational environments.
- In-depth knowledge of PSAK, Indonesian taxation, and other relevant financial reporting regulations.

Technical Skills

- Strong proficiency in MS Office, especially Excel (e.g., Pivot Tables, VLOOKUP, and advanced formulas).
- German language skills are an advantage but not a requirement.

Personal Skills

- High level of accuracy, strong analytical thinking, and excellent numerical skills.
- Strong communication and teamwork skills to work effectively with colleagues from diverse backgrounds.
- High integrity, discretion, and sense of responsibility when handling sensitive data.
- Ability to work independently, demonstrate initiative, and maintain a solution-oriented mindset.

What We Offer

- A challenging and meaningful position in an educational environment.
- A supportive and collaborative team.
- Competitive compensation and benefits based on experience and qualifications.
- Opportunities for professional development and training.
- A work environment that supports a healthy work-life balance.

Interested in Joining Us?

We invite you to submit your application, including a cover letter, curriculum vitae (CV), and copies of relevant diplomas/certificates, stating your expected salary and availability date.

Contact:

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