



EMPLOYEE REQUISITION
ER.2108.001

JOB TITLE (Title of employee will use on the job)

FINANCE AND ACCOUNTING OFFICER

Date	: 18/08/2021	Amount of People	: 1
Department	: ACCT	Requestor	: ORI SAPUTRA
Project	:	Job Title	: ASSISTANT MANAGER FINANCE & HR
Reference No	:		
Customer	:		

Budget	JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)
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Budgeted Replacement
From : HOTMAIDA

KEY JOB DUTIES & RESPONSIBILITIES	REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)
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- Account Receivable
 - Liaise with and follow up to Sales Department for Sales Order or Job that had been executed.
 - Prepare invoice for billing including its supporting document and send to customer.
 - Create Tax Invoice (Faktur Pajak).
 - Attached scanned invoice to System.
 - Update and report the summary of invoice delivery.
 - Maintain outstanding account receivable to avoid long outstanding and bad debt by followed up and collect payment from customer.
 - Follow up Withholding Tax to Customer.
 - Update DCR (daily collection report).
- Responsibilities and Duties [Batam]:
 - Account Receivable
 - Liaise with and follow up to Sales Department for Sales Order or Job that had been executed.
 - Prepare invoice for billing including its supporting document and send to customer.
 - Create Tax Invoice (Faktur Pajak).
 - Attached scanned invoice to System.
 - Update and report the summary of invoice delivery.
 - Maintain outstanding account receivable to avoid long outstanding and bad debt by followed up and collect payment from customer.
 - Follow up Withholding Tax to Customer.
 - Update DCR (daily collection report).
- Cash and Bank
 - Handle and keyed in Petty Cash IDR
 - Monitor and input all entries of Petty Cash IDR Jakarta is correct.
 - Submit petty cash report to Batam Office.
- General Duties
 - Support other departments if needed task such as prepare tender documents, to handle company legal documents, etc.
 - Other related duties related to Accounting Department.
 - Comply with the K3L policy that applies in the company
 - Actively involved in all Safety, Health, and Environmental protection program.

Bachelor degree / Diploma degree with majoring in Accounting

SIGNATURE APPROVAL

Department Manager : _____	Human Resources : _____
Date : _____	Date : _____
	
Adm & Fin. Manager : <u>ESRA M SIAHAAN</u>	Director : <u>JANNES SIBUEA</u>
Date : 21/02/2022 11:38:03	Date : 07/03/2022 09:41:18