



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2204.001

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

FINANCE AND ACCOUNTING STAFF (TEMPORARY)

Date	: 06/04/2022	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)

Budgeted Replacement
From : WIDIANA DARNI

Recruitment for Temporary Staff 4 months to replace Widiana during MATERNITY LEAVE
Recommmendation : Mei, Internship Student
Period of employment Mid June - Mid Oct

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

Responsibilities and Duties [Batam]:

- Account Receivable
 - Liaise with and follow up to Sales Department for Purchase Order of Job that had been executed.
 - Update list of unbilled (un-invoiced) sales and follow up to sales department to check whether the sales can be invoiced or not.
 - Prepare invoice for billing including its supporting document and send to customer.
 - 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
 - Daily update DCR (daily collection report)
- Cash and Bank
 - Handle and keyed in Petty Cash IDR and SGD Batam
 - Monitor and ensure al entries of Petty Cash IDR Jakarta, Balikpapan are correct.
 - Handle and Keyed in Travel Cash Advance
 - Monitoring Settlement of Travel cash Advance
 - Prepare monthly payment and cash on delivery (COD) payment
 - Prepare completed document for payment to vendor
 - Prepare cheque payment
 - Prepare tax payment
 - Collect statement of account from vendor
 - Reconcile between purchase order and received invoice
 - Bank Reconciliation
 - Create monthly report of account receivable

Bachelor degree / Diploma degree with majoring in Accounting

- Entry and record received payment from customer in the system
- Keyed in Payment voucher that hand been paid

SIGNATURE APPROVAL

Department Manager : _____
 Date : _____

Human Resources : _____
 Date : _____



Adm & Fin. Manager : ESRA M SIAHAAN
 Date : 06/04/2022 13:27:50



Director : JANNES SIBUEA
 Date : 19/04/2022 13:26:13