

MUSEUM MACAN

General Admin Accounting

Job Description

The Museum of Modern and Contemporary Art in Nusantara (Museum MACAN) is Indonesia's first museum of modern and contemporary art which opened to the public in November 2017.

The Museum is looking for a **General Admin Accounting**. The position will report to the Finance, Accounting & Tax Manager.

Responsibilities:

- Manage documents archives and important company data
- Manage the company timeline such as payment report, etc
- Maintain the office inventory and company assets
- Given the administration services support to the employees
- Collect and documents organize for further processing with the relevant divisions
- Input transactions into the system.

Qualification includes:

- Bachelor's degree in accounting
- Have a minimum of 1 year as Finance & Accounting
- Mastering Microsoft Office (Excel, Word, Power Point, Outlook)
- Experience using the accounting system SAP or others
- Detail-oriented