

MUSEUM MACAN

Accounting & Tax Staff

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 **Accounting & Tax Staff**. The position will report to the Head Finance & Accounting.

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.
- Prepare and compile accurate financial reports in a timely manner.
- Conduct regular stock opname (physical Inventory counts) to ensure data accuracy.
- Monitor and control merchandise inventory, including stock levels, stock movements, and variances.
- Coordinate with related departments to resolve inventory discrepancies.

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