

ABSTRACT

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PROFESIONAL WORK ACTIVITIES AS FINANCE SUB SECTION STAFF IN TAXATION AT SOUTH TANGERANG CITY REGIONAL PEOPLE'S REPRESENTATIVE COUNCIL OFFICE

The professional work carried out by the practitioner took place at the South Tangerang City Regional People's Representative Council Office, situated at Jl. Raya Serpong No.1, Setu, Kec. Setu, South Tangerang City, Banten 15314. During the internship period, which lasted for 3 (three) months, the author held the position of Taxation Staff. Throughout the internship, the author worked in two sections within the South Tangerang City Regional People's Representative Council Office, namely the Subsection of Administration in the Administration and Staffing section and the Subsection of Finance in the Program and Finance section.

In the Administration subsection, the author was tasked with receiving, delivering, and processing letters and visitors interested in the DPRD. In the Finance subsection, the author was assigned responsibilities such as inputting tax invoices and data into DJPONLINE.PAJAK.GO.ID and the South Tangerang City Regional People's Representative Council Office system. Additionally, the practitioner compiled a report detailing the salaries and allowances of civil servants and council members of the South Tangerang City Regional People's Representative Council Office, uploading it to the office's system.

Keywords: *Administrasion, Taxation, and Treasury*