

## ABSTRACT

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### AKTIVITAS KERJA PROFESI PADA DIVISI *FINANCE & ACCOUNTING* DI PT. CITRA GRAHA MANUNGGAL (BOMBA GRUP)

In this Professional Work activity, practitioners have the opportunity to run Professional Work programs at Bomba Group which is a *Strategic Investment Holding* Company that has a vision to become a leading and profitable corporation in Indonesia, through directed and integrated investment in an efficient, effective and environmentally friendly manner. This company consists of several PT incorporated in it, one of which is the place where this Professional Work is carried out, namely PT. Citra Graha Manunggal is engaged in property, where this company functions as a company that manages the building of the Bomba Group. During the Practical Professional Work program, he was placed in the *Finance & Accounting Division*. During the Professional Work period, the practical focus lies in making *invoices*, making *payment requests as a reference for paying bills that enter the management of office buildings*, recording cash flow, recording incoming and outgoing money statements based on bank books every month, inputting *Account Payable* and *Account Receivable*. Practitioners can understand that *Finance & Accounting* is a job that requires high accuracy and expertise in mathematics, economics, and accounting. A *Finance & Accounting* is required to find, allocate, and manage company funds, as well as make the necessary payments.

**Keywords:** *Strategic Investment Holding, property, Finance & Accounting, Invoice, Account Payable, Account Receivable*