



## Accountant/経理部スタッフ 世界最大級の外資系教育機関

渋谷駅直結の新築ビル36階/海外研修あり/様々なキャリアパス

### Job Information

**Hiring Company**

[EF Education First Japan Ltd.](#)

**Job ID**

1441064

**Industry**

Education

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Salary**

5 million yen ~ Negotiable, based on experience

**Work Hours**

9:30-18:00

**Holidays**

完全週休二日制/夏季休暇、年末年始休暇、年次有給休暇、慶弔休暇、病気休暇（※年間休日120日以上）、特別休暇

**Refreshed**

September 5th, 2024 16:59

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Financeチームのメンバーとして、複数の事業部門の経理業務に携わっていただきます。経験を積んだ後は、監査や税務等もお任せいたします。日本のフィナンスマネージャーの直属となりますが、日本の営業部門だけでなく、スイスやアジア各国の同僚と日常的に連絡を取りながら、インターナショナルな環境でキャリアを積んでいくことができます。

**Main responsibilities:**

- Accounts Payable & Vendor Management, including managing and checking invoice completeness.
- Account Receivable management
- Reviewing staff Expense reports and ensure that all are in line with company policies.
- Fixed Assets management including maintaining details from asset system, checking, and tagging new assets, doing capitalization for new assets and depreciation in timely manner
- Work with the team for quarterly and year end closing process Managing bank reconciliation, follow up if there is any miss-match and do journal accordingly.
- Support on external and internal audit event, including prepare any supporting documents, correspondences, audit confirmation, responds to any inquiries from the auditors, verify audit figures on the audit report before it being review further by Finance Manager

8月下旬に、渋谷サクラステージSHIBUYAタワー36階に移転。北欧家具に囲まれた新築オフィスビルで、国際的な環境です。20代~30代のスタッフが多く、フラットで明るいオフィスです。

---

## Required Skills

### Requirements:

- Minimum 3years of experiences in Accounting/Finance (International company is a plus).
- Organized with attention to detail and a high sense of internal control.
- Ability to prioritize, meet challenging deadlines and perform under pressure.
- Flexible and willing to accept new challenges.
- Skilled in MS Office, especially excel.
- Good understanding of the accounting cycle and Japanese Taxation
- Native in Japanese and business level English.
- Bachelors' degree

---

## Company Description

1965年にスウェーデンで設立されたEFは、現在、ボストン、ロンドン、上海、ストックホルム、チューリッヒなどの拠点を始め、世界50カ国に600以上の事業拠点（学校/オフィス）を構える世界最大級の民間教育機関です。

非常に多文化で多様性のある組織でありながら、“opening the world through education”という一つのミッションを掲げ、何百万人もの人びとが国を超えて異文化を体験し、より広い世界を知り、自らの可能性を広げるサポートをしています。

イー・エフ・エデュケーション・ファースト・ジャパン株式会社は、EFの日本法人で各種海外留学プログラム（短期/長期語学留学、正規高校留学、高校生交換留学、海外大学進学、企業研修、国際交流、マルチメディア・オンライン教育など）の販売促進を行っています。（詳しくは>[www.efjapan.com](http://www.efjapan.com))

### About EF Education First

At EF we believe that the world is better when people try to understand one another. Since 1965, we have helped millions of people see new places, experience new cultures, and learn new things about the world and about themselves. Our culturally immersive education programs—focused on language, travel, cultural exchange, and academics—turn dreams into international opportunities.

When you join EF, you join a multicultural and diverse community working across more than 600 schools and offices in 50 countries, all with one shared mission of opening the world through education. Whoever you are, whatever you are passionate about—we welcome you and want you to bring that to work every day. EF is proud to be an equal opportunity employer and we are committed to inclusion and belonging across race, ethnicity, gender, age, religion, parental status, identity, experience and everything else that makes you unique.

Founded in Sweden in 1965, EF has school and offices around the world, including hubs in Boston, London, Mexico City, São Paulo, Shanghai, Stockholm, Zürich, and more. Learn more at [www.efjapan.com](http://www.efjapan.com).