



## Accountant / 経理スタッフ

## Job Information

**Recruiter**[Cornerstone Recruitment Japan K.K.](#)**Hiring Company**

Foreign-affiliated IT consulting startup

**Job ID**

1457539

**Industry**

IT Consulting

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Koto-ku

**Salary**

Negotiable, based on experience

**Refreshed**

August 20th, 2024 03:00

## General Requirements

**Career Level**

Entry Level

**Minimum English Level**

None

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

## Job Description

**[JOB RESPONSIBILITIES]**

- 会計情報の提供、整理
  - 従業員の経費管理
  - 見積書、請求書の作成
  - 入出金の管理
  - 給与の支払い
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- Providing and organizing accounting information,
  - Managing employee expenses,
  - Creating estimates and invoices,

- Managing deposits and withdrawals,
  - Paying salaries.
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## Required Skills

### **[REQUIREMENTS]**

既卒・第二新卒歓迎、英語力不問、学歴不問

- Existing graduates and new graduates welcome
- No English proficiency required
- No academic background required

Mandatory:

- 将来的に経理部門のリーダーとして活躍したい方
- Desire to become a leader in the accounting department in the future

経験者の場合：

- 経理業務経験2年以上の方
- 日商簿記検定3級以上をお持ちの方

Only experienced candidates:

- Must have 2+ years of experience in accounting work
  - Must have Nissho Bookkeeping Certification level 3 or higher
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## Company Description