



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

February 19th, 2025 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