



Finance Associate

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

International investment management firm

Job ID

1460164

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 3rd, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Conduct monthly payment to service vendors
- Monthly T&E reimbursement to employees
- Billing to external clients
- Monthly closing includes intercompany billing and balance sheet reconciliation
- Prepare financial statements and disclosure documents of financial information

[REQUIREMENTS]

- Minimum of 2 years work experience in Finance department
- Experience in accounts payable/ T&E reimbursement
- Track record of being a good team player
- Working knowledge of SAP and Concur (preferred)

[FOR FURTHER INFORMATION]

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Company Description