



WYNDHAM • DESTINATIONS



Accountant/経理担当

Job Information

Hiring Company

[Wyndham Destinations Japan Ltd.](#)

Job ID

1474741

Division

Account

Industry

Hotel

Company Type

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

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Nagano Prefecture

Salary

3.5 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

August 6th, 2024 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

None

Minimum Japanese Level

Native

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description

- Purchase control, check receiving, and organize stock taking.
- Assisting AP for CWCN (reconcile invoices onsite and upload into system)
- Reconciling and recording all bank journal entries in the general ledger for CWCN
- Perform additional tasks as requested from time to time including administrative tasks.
- Support month-end GL recording.
- Expense reimbursement

- Posting of journals in a timely and accurate manner.
 - Prepare and post monthly accrual and prepaid expense journals.
 - Posting of intercompany journals and reconciling intercompany trade accounts.
 - Preparation and posting of general journals and resolution of queries from stakeholders.
 - Completion of tasks assigned in month end accounting checklist.
 - Ensure all balance sheet accounts are reconciled monthly.
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Required Skills

- Accounting degree / or qualification
 - Do not hesitate to support hotel operation.
 - Above average excel skills
 - Attention to detail and accuracy.
 - Team player with a desire to continuously improve processes.
 - Ability to provide outstanding customer service.
 - Possess good communication skills.
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Company Description