

**MT-4608- 有名インターナショナルスクールでの経理****Job Information****Recruiter**

ALBERTO K.K.

**Job ID**

1478222

**Industry**

Education

**Company Type**

International Company

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Holidays**

土日祝日

**Refreshed**

January 23rd, 2025 09:01

**General Requirements****Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description****Accounting Assistant role**

- Account receivable: process receipt of payment as a main task
- Administrative works related to account receivable
- Support with GL operations
- Expense process
- Manage fixed assets
- Manage lease accounting
- Other accounting assistance tasks as assigned by the Director of

- Finance and Accounting

**General Affair role**

- Company secretary and regulatory report support
- Public students' subsidies process
- PTA liaison
- Incident and travel insurance claim management
- Expense process
- Other general affair tasks as assigned by the Director of Finance and Accounting

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**Required Skills**

**Skills and Attributes**

- High level of integrity, discretion, and commitment to maintain professionalism and confidentiality in all aspects of the role and responsibility.
- Self-starter, proactive and taking initiative to efficiently complete the task at hand.
- Highly organized and detail-oriented.
- Attributes
- 3–5 years of experience in a similar administrative role.
- Must have some office/accounting work experience. Bookkeeping

level 2

- Advanced proficiency in word processing and spreadsheet software.
- Experience in managing payments and expenditures would be advantageous.
- Exceptional ability to manage office operations.
- Advanced ability to plan, schedule, and execute office-related events.
- In-depth knowledge of administrative recordkeeping practices.
- Experience in handling confidential and sensitive information.
- Fluent in Japanese, business level of English is required; speaking, listening, writing and reading.

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**Company Description**