



AR Accountant

Job Information

Recruiter

Advisory Group K.K.

Hiring Company

Global Law Firm

Job ID

1484400

Industry

Other

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

July 9th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- Prepare monthly invoices for clients as instructed by fee earners.
- Create draft billing proformas based on fee earners' instructions.
- Verify draft billing proformas for accuracy, ensuring fees and disbursements are correctly included with required evidence.
- Draft emails for fee earners to send invoices to clients and update monthly billing lists.
- Act as the first point of contact for client invoice queries, liaising with matter handlers/partners, cancelling invoices, and arranging credit notes if necessary.
- Check all time record entries and follow up on missing timesheets for fee earners.
- Assist with related billing tasks, including chasing outstanding invoices.
- Support the wider Billing Assistant team and handle team administration tasks to manage workload fluctuations.

Company Description