



## MT-有名国際法律事務所でのシニアアカウント

### Job Information

**Recruiter**

ALBERTO K.K.

**Hiring Company**

有名国際法律事務所

**Job ID**

1485195

**Industry**

Legal

**Company Type**

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

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6.5 million yen

**Work Hours**

9時～17時半

**Holidays**

土日祝日、有給休暇、

**Refreshed**

January 3rd, 2025 15:00

### General Requirements

**Minimum Experience Level**

Over 3 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

- Process vendor and tax payments and staff expense reimbursements.
- Review vendor invoices and expense reports for accuracy.
- Prepare cost recovery batches.

- Resolve Accounts Payable service requests.
  - Report on Accounts Payable activity to firm management.
  - Maintain and reconcile the petty cash account.
  - Assist with the accurate and timely month end financial close.
  - Train accounting staff on the Firm's financial systems.
  - Assist outside accounting firm with tax related process.
  - Support the Firm's internal and external audit functions.
  - Deliver services in line with department metrics and key performance indicators.
  - Other duties as requested by Finance Manager and/or firm senior management.
  - Responsible for adhering to the firm's General Safety Practices and any unique safety practices for the department.
  - Assist other team members as a senior role, and collaborate cross-functionally with staff.
  - Adhere to the firm's General Safety Practices and any unique safety practices for the department. Billing, Collections, and Rates
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## Required Skills

- 5 years of accounting and finance experience.
  - JCCI Bookkeeping 2nd Grade or equivalent, as a minimum qualification.
  - Business level English.
  - Proficiency in Microsoft Office Suite.
  - Experience with Japanese tax filings is preferred.
  - Experience in a law firm or other professional services firm is preferred.
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## Company Description