



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 31st, 2025 14:00

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