



VISTRA

Accounting Senior Associate

Job Information

Hiring Company

VISTRA Japan K.K.

Job ID

1492069

Industry

Business Consulting

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience

Refreshed

November 6th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

It's never been a more exciting time to join Vistra.

At Vistra our purpose is progress. We believe that our clients have the power to change the world and to do great things for global progress, and we exist to remove the friction that comes from the complexity of global business – to help our clients achieve progress without friction.

But progress only happens when people come together and take action. And we're absolutely committed to building a culture where our people can do just that.

We have an exciting opportunity for you to join our team as Accounting Senior Associate Reporting to the Accounting Team Leader and Manager, this full-time and permanent position is based in Tokyo and offers regional coverage, allowing you to make a significant impact to our Accounting Services and its' growth.

Key responsibilities:

1. Accounting preparer (Tasks include, but are not limited to the following):

- Record daily financial transactions in compliance with JGAAP
- Organize and file financial documents
- Prepare financial reports and reconciliation reports
- Prepare and send customer invoices
- Remotely manage and communicate with clients and partners located globally
- Provide support to the accounting team on various tasks as required from time to time

2. Assist superiors with ad hoc projects and tasks as required.

Required Skills

Key requirements

- 1 - 2 years or working experience in the related field and knowledge in Accounting and Finance
 - At least Bachelor's Degree/Post-Graduate/Professional Degree in Business/ Finance/Accountancy.
 - Business level proficiency in English and Japanese Highly organized and detail-oriented
 - Office 365 (Outlook, Excel, Word, PowerPoint, SharePoint, Teams)
 - Knowledge on accounting system such as Microsoft Dynamics, Oracle NetSuite, SAP, Xero etc. will be an added advantage
 - Strong written and oral communication skill
 - Ability to work independently and collaboratively as part of a team
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Company Description