



## Jr Accountant ~ Accountant @ International Company

### Job Information

**Recruiter**

Advisory Group K.K.

**Job ID**

1493071

**Industry**

Automobile and Parts

**Company Type**

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

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

4.5 million yen ~ Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

September 3rd, 2024 14:23

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Basic (Amount Used: English usage about 10%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Position Overview:**

Our client is a famous Italian Company and they are looking for a Junior Accountant to help our finance team with daily accounting tasks. This role is great for someone who is detail-oriented, organized, and able to handle various tasks as needed. The ideal candidate will be eager to learn and grow in their accounting career.

**Position Summary:**

Our client is a well-known Italian company and is looking for a Junior Accountant to support their finance team with the day-to-day accounting tasks. This role will suit someone who is detail-oriented, organized and able to handle a variety of tasks as required. The ideal candidate will be motivated to continue learning and growing and wants to advance in their accounting

career.

#### Key Responsibilities:

- **Record Transactions:** Help keep our financial records up to date by recording transactions accurately.
- **Manage Invoices:** Process and track invoices, ensuring payments are made on time and customers are billed correctly.
- **Bank Reconciliation:** Regularly check that our bank records match our financial statements.
- **Prepare Reports:** Assist in creating monthly financial reports, like income statements and balance sheets.
- **Flexible Tasks:** Be ready to take on other tasks as needed, including administrative work and special projects.

#### Main duties:

- **Recording Transactions:** Assists in accurately recording transactions and keeping financial records up to date.
- **Invoice Management:** Process and track invoices to ensure payments are made on time and customers are billed accurately.
- **Bank reconciliation:** Periodically check that your bank records match your financial statements.
- **Report Preparation:** Assist in preparing monthly financial reports (profit and loss statements, balance sheets, etc.).
- **Flexible work:** Be prepared to take on other duties, such as administrative tasks or special projects, as needed.

#### What The Client Offers:

- **Work From Home**
- **Opportunities to Learn and Grow in Your Career**
- **A Variety of Tasks to Keep Your Work Interesting**
- **A Supportive and Team-Focused Work Environment**

#### What the client provides:

- **work remotely**
- **Opportunities to learn and grow in your career**
- **An environment where you can continue to be interested in your work by performing a variety of tasks**
- **Supportive, team-oriented work environment**

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## Required Skills

#### Qualifications:

- Basic understanding of accounting principles and practices.
- Proficiency in Microsoft Office, especially Excel.
- Experience with accounting software (eg, QuickBooks, SAP) is a plus.
- Strong analytical skills with attention to detail.
- Excellent organizational and time-management -
- Ability to work independently and as part of a team.
- Effective communication skills, both written and verbal.

#### Qualifications

- Fundamental understanding of accounting principles and practices-
- Proficiency in Microsoft Office, especially Excel.
- Experience using accounting software (Quickbooks, SAP, etc.) preferred.
- Strong analytical skills with attention to detail.
- Excellent organizational and time management skills-
- Ability to work independently and as part of a team.
- Effective written and verbal communication skills.

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## Company Description