

Senior Accountant - US-based Real Estate Investment

Join a strong team

Job Information

Recruiter

Robert Half Japan Ltd.

Job ID

1507674

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7 million yen

Refreshed

December 3rd, 2024 15:16

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Selling points

- Work at a reputable real-estate investment firm, with stable business, and low turnover rate
- International environment, with opportunity to work closely with counterparts from overseas offices
- Good work-life balance

Company Profile

- Our client is a leading global real estate services firm with strong presence in Japan. They offer a wide range of services including leasing, asset management, investment sales, and valuation.

The Role

- Financial closing tasks at month-end, quarter-end, and year-end
- Preparation of accurate financial statements in line with group accounting policies
- Management of accounts receivable, including coordinating with the sales department for billing procedures

- Processing incoming payments using Workday (ERP)
- Creation of journal entries and ensuring the accuracy of the general ledger
- Management and reconciliation of intercompany transactions
- Supporting the finance head with timely and accurate reporting and analysis
- Fixed asset register maintenance and lease accounting tasks
- Collaborating with tax consultants for annual tax filings
- Handling external audit processes
- Preparing balance sheet account reconciliation reports
- Creating timely and accurate cash management and cash flow forecast reports
- Preparing various monthly and ad-hoc reports
- Reviewing expense reports

Your Skills

- 3+ years of accounting experience with relevant certifications; or 5+ years of accounting experience if no relevant certifications
- Some tax knowledge (not a must, but will be a plus)
- Working proficiency in both Japanese and English

Salary

- 6,000,000 yen - 7,000,000 yen

Location

- Tokyo

Reference number : 06940-0013113481

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Company Description

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