



Accountant

Fast growing industry!

Job Information

Recruiter

ALBERTO K.K.

Hiring Company

米国系スポーツ用品メーカー

Job ID

1515707

Industry

Other

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

January 14th, 2025 17:24

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- **Purchase Order Management:** Initiate and oversee purchase orders within the accounting system, ensuring all necessary approvals are obtained and documentation is complete.
- **Invoice Processing:** Receive and review invoices for accuracy and completeness, reconcile them with purchase orders, and confirm with the team that goods have been delivered or services completed.

- **General Ledger Support:** Assist the team in performing or reviewing general ledger accounting tasks, including journal entries and reconciliations.
 - **Accounts Payable Assistance:** Support accounts payable processing by reviewing and processing payments to vendors and suppliers, and managing suppliers in the accounts payable system.
 - **Payment Compliance:** Thoroughly review payment requests to ensure compliance with company policies and financial controls.
 - **Financial Reporting Support:** Assist with financial reporting and scheduling as required, providing insight into accounts payable status and cash flow.
 - **Budgeting Assistance:** Assist other team members in preparing cash flow forecasts for related companies.
 - **Documentation and Compliance:** Maintain accurate and organized financial records and ensure compliance with company and regulatory requirements.
 - **Additional Office Duties:** Handle bank payments, manage bank seals, issue/process internal invoices, manage accounts payable calendar, etc.
 - **Collaboration:** Work closely with other teams (e.g., development, engineering) and external service providers to resolve discrepancies.
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Required Skills

- Prior experience in accounting, operations, or finance roles
- Familiarity with accounting or AP systems is advantageous but not mandatory
- Experience in SPC accounting, particularly within renewable energy and real estate sectors, is valued
- Completion of a basic bookkeeping course, such as "Boki 2-kyu," or equivalent accounting knowledge
- Proficiency in English, especially in reading and writing

If you have any questions or would like further information, please feel free to contact our representative, Ms. Tania Shevchuk, at 080-7433-7884 or via email at tania@accounting-intel.com.

Company Description