

**MT-国際的な職場環境ーハイブリット勤務ー英語必須ー経理****Job Information****Recruiter**

ALBERTO K.K.

**Job ID**

1517278

**Industry**

Internet, Web Services

**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**

6 million yen ~ 8.5 million yen

**Work Hours**

9:30- 18:30

**Holidays**

土日祝日

**Refreshed**

February 24th, 2025 03:00

**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**

- Liaising with external accountants in the production of local financial statements to maintain the highest quality, accuracy and reliability
- Support on full spectrum of accounting functions including AR, AP, bank reconciliation, banking activities, inter-company transactions, cash flow, invoicing, GL

- Financial data entry in local accounting system, extract and compile reports for regional use
- Responsible for quarter-end and year-end closing
- Active participation in external and internal audits
- Ensure compliance and quality control over financial transactions and financial reporting
- Work with external tax agent to manage and comply with required tax filings
- Support on monthly employee claims, liaising with HR and external payroll bureau
- Working closely with other departments to ensure smooth process flow
- Engage in continuous improvement of process to enhance overall effectiveness and efficiency of

operational accounting functions

- Support ad-hoc tasks as per business needs

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## Required Skills

- Bachelor's degree in Accounting / Finance
- CPA or ACCA qualification preferred but not mandatory
- Minimum 5 years' experience in a general accounting role
- Strong knowledge on local Japan financial and tax regulations to ensure compliance,

knowledge/experience with both Japan and Korea will be advantageous

- Careful attention to detail to ensure accuracy and completeness of work
- Ability to work under pressure and meet tight deadline
- Highly motivated individual contributor
- Proficient use of ERP system, MS Office program including advanced Excel
- Ability to handle multiple tasks concurrently with ease and take ownership of assigned tasks or

projects

- Excellent interpersonal, verbal, and written communication skills

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## Company Description