

# systemsGo

## アカウント Accountant

**Work-life balance, friendly environment!**

### Job Information

**Hiring Company**

systemsGo Corporation

**Job ID**

1526396

**Industry**

IT Consulting

**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, Minato-ku

**Salary**

5 million yen ~ 6.5 million yen

**Hourly Rate**

Great work-life balance

**Work Hours**

Mon-Fri 9am-6pm

**Holidays**

Starts at 13 days/yr paid leave, increases each year until 22/yr

**Refreshed**

April 1st, 2025 06:00

### 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**

Fluent

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

求人内容/アカウント :

- 月次決算および年度末決算のサポート業務 (IFRS JGAAP)
- GL 会計、BS リコンシリエーション: 総勘定元帳会計業務、試算表の確認・調整
- 補助元帳会計: 1. 売掛金: 売掛金回収管理とモニタリング 2. 買掛金: ベンダーの請求書計上・支払
- 経費精算 (Concur): 監査および保守
- 銀行残高管理と週次キャッシュフローレポート
- 会計事務所と連携して、年度末決算、法人税、消費税申告をサポート
- 人事部門と連携し、給与データの確認、計上、支払い業務
- 日本法人の会計ニーズを満たすために、ファイナンスマネジャーとアシスタントアカウンタントの様々な業務のサポート
- 管理会計業務: マネジメントチームに対し、パフォーマンス管理、コスト管理のためのレポート作成
- 予算・実績管理業務: ファイナンスマネジャーと連携し、業績予測・分析レポートの作成
- その他、随時の業務等

### Job Description

- Support for Monthly closing and Year end closing (IFRS JGAAP)
- GL accounting, TB reconciliation : Performing and reviewing general ledger accounting tasks, including various journal entries and balance sheet reconciliations.
- Sub Ledger accounting: 1. AR: Monitor AR collection and regular reconciliation, cash collection activities as necessary. 2. AP: Booking vendor bills and payment
- Expenses reimbursement (Concur): audit and maintenance
- Bank reconciliations and Weekly cash flow report
- Support for year-end closing, corporate tax, consumption tax filing to correspond with the tax accounting office.
- Work with HR regarding payroll lodgement, compliance and payment.
- Supporting the finance manager and Assistant Accountant with various tasks required to meeting the accounting needs for the Japanese entity.
- Reporting, analysis and support to other teams regarding performance management, cost management etc.
- Working with the finance manager regarding operational forecasting requirements.
- Other ad hoc tasks may be required

### Required Skills

#### 応募資格 :

- 大学卒業以上
- 日商簿記 2 級以上
- 会計/財務の分野で 3 年以上の経験
- 法人税、消費税申告サポート経験、尚可
- MS-Office (Excel = ピボット、Vlookup など) スキル
- ERP、CRM システムの経験 (Net Suite、SFDC が望ましい)
- 中級レベルの英語コミュニケーションスキル (TOEIC 730-)
- 明るく積極的、コミュニケーション能力、チームワーク能力のある方

#### Qualifications

- University graduate or above
- Nissho Bookkeeping Level 2 or above
- 3+ years of experience in Accounting/Finance,
- Corporate tax, Consumption tax filing is preferred.
- MS-Office (Excel = Pivot, V-lookup, etc.) skills
- ERP, CRM system experience (Net Suite, SFDC is preferred)
- Intermediate English communication skills (TOEIC 730-)
- Positive, communication and teamwork ability

#### About the company

- Capable and experienced accounting assistant to help you
- Opportunity to utilize your English skills
- Be part of a growing regional company
- Friendly open working environment
- Employee benefits

To apply, please send your resume to [daria.tang@systemsgo.asia](mailto:daria.tang@systemsgo.asia)

### Company Description