



Accountant

トップシェア製品多数保有のグローバル医療機器メーカー 日本でシェア拡大中！

Job Information

Hiring Company

Applied Medical Japan株式会社

Job ID

1528070

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 6 million yen

Work Hours

9:00~17:00 (休憩：60分) フレックスタイム制 (フルフレックス) 時間外労働有無：有

Holidays

完全週休2日 (土日) 祝日 夏季休暇 (4日) 年末年始休暇 ライフサポート休暇 有給休暇

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Essential Duties:

- Understand and follow Applied Medical's Quality Systems (QS) per training.
- Read, write, speak and communicate effectively with other team members, and comprehend work and safety instructions.
- Understand and comply with safety rules and Company policies.
- Support Accounting Manager for the timely completion of monthly, quarterly and annual financial closings (US

GAAP), including the preparation of journal entries and account reconciliations.

- Ensure vendor invoices are processed, coded and input properly into SAP system.
- Ensure appropriate and timely payment of vendor invoices.
- Review and ensure expense reports fall within policy and process payment.
- Ensure customer invoices are properly processed and sent to the customer.
- Ensure proper and timely application of customer cash receipts.
- Properly manage fixed assets and accurately record them in the ledger.
- Backup and assist Accounting Manager and other teams as needed.

Other Duties and Responsibilities:

- Engage in office administration work where deemed necessary.
- Perform other duties and responsibilities as needed.

Required Skills

Knowledge, Skills, and Abilities:

- Bookkeeping and accounting knowledge.
- Experiences in ERP systems such as SAP or equivalent in finance application area.
- Effective written and verbal English communication skills.
- Excellent computer skills including spreadsheet, presentation and word processing.
- Enthusiastic team player with strong interpersonal skills.

Education and/or Formal Training:

University Degree in Accounting/Finance, or business administration preferred.

Experience:

Minimum 2 years' experience in Finance and Accounting preferred.

Material and Equipment Used:

General office equipment

Microsoft Office Suite

SAP

Adobe Suite

Internet

勤務地：東京都千代田区内神田1-14-8 KANDA SQUARE GATE 6F（本社）

- 受動喫煙対策：屋内全面禁煙
- 転勤：当面なし
- 出社ベース。通勤可能圏内にお住まいの方に限る。
- 在宅勤務・リモートワーク：必要に応じて適宜相談可

雇用形態：正社員

- 雇用形態補足 期間の定め：無
- 試用期間：3ヶ月
但し、会社が必要と認めたときは試用期間を3ヶ月を限度として延長することがある。また特別な事情があるときは、これを短縮又は免除することもある。

待遇・福利厚生：通勤手当、健康保険、厚生年金保険、雇用保険、労災保険、確定拠出年金

休日・休暇：

- 完全週休2日制（休日は土日祝日）
- 年間有給休暇1日～10日（入社月に応ずる）、最大20日まで付与
- 年間休日125日
- 夏季休暇（4日）、年末年始休暇(12/29-1/4)、ライフサポート休暇（1年度につき5日以内）

Company Description