



Accounting Section Manager ～45代・フレックスタイム制度あり・テレワーク制度あり

フレックスタイム制度あり・テレワーク制度あり、季節賞与（4か月、

#### 募集職種

人材紹介会社

アイウィルキャピタル合同会社

求人ID

1459273

部署名

Accounting & Finance

業種

小売

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区

給与

1100万円～1200万円

ボーナス

給与：ボーナス込み

勤務時間

9:30～18:00 (7.5h) 昼休み：12：45-13：45 ・テレワーク制度あり・フレックスタイム制度あり

休日・休暇

・完全週休2日制（土日）・祝日・有給休暇、年末年始休暇、病気休暇、慶弔休暇、保存休暇

更新日

2024年11月20日 03:00

#### 応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

## 募集要項

### Basic Function:

The Accounting Section Manager position is accountable for assisting the Accounting Director in the accounting operations of the Company including the production of periodic financial reports, maintenance of an adequate system of accounting records, and development of a comprehensive set of controls designed to mitigate risk, enhancement of the accuracy of the company's reported financial results, ensuring that reported results comply with the Japanese generally accepted accounting principles and international financial reporting standards.

### Principal Accountabilities:

#### A) Management

1. Maintain a documented system of accounting policies and procedures
2. Oversee the operations of the accounting function including the implementation of Global accounting ERP system project and sustainability project

#### B) Transactions

1. Ensure that accounts payable are recorded and paid in a timely manner
2. Manage the periodic closing process (ie, monthly, quarterly, and annual closing), including developing and recording accounting estimate
3. Review of tax calculation and tax returns
4. Maintain the chart of accounts
5. Maintain an orderly accounting filing system
6. Maintain a series of controls over accounting transactions

#### C) Reporting

1. Prepare and submit financial information required by the global team
2. Issue financial statements in a timely manner
3. Recommend benchmarks against which to measure the performance of company operations
4. Provide financial analysis as needed

#### D) Compliance

1. Handle and complete external audits over financial reporting without material issues
2. Handle internal audits over financial reporting and accounting operations
3. Handle tax investigation and conclude it without material issues
4. Comply with statutory reporting requirements and tax filings
5. Design, implement, and maintain adequate level of internal controls mainly over financial reporting

#### E) People management (1 PMO, 3 staffs + 2 temps)

## スキル・資格

### Desired Qualifications and Experiences:

- A Bachelor's degree or equivalent business experience.
- 15+ years of progressively responsible experience in accounting, taxation, and/or auditing
- Knowledge of accounting (such as the Official Business Skill Test in Bookkeeping 2nd Grade)
- Japanese or US Certified Public Accountant designation is desirable

### Experiences and Skills

- High level of communication skills in both Japanese and English
- Problem solving skills
- Change-readiness
- Proficiency in MS Excel

### **BENEFITS**

- Health insurance
- Full transportation coverage
- Company PC/smartphone
- Condolence money
- Congratulatory money(Marriage/Baby)
- Staff sales (perfume & cosmetics / fashion products / watch & fine jewelry)
- Medical checkup
- Recreation center / accommodation facility discount
- Sports gim
- Language training support

## 会社説明