



## MT-有名国際法律事務所でのシニアアカウント

### 募集職種

#### 人材紹介会社

ALBERTO株式会社

#### 採用企業名

有名国際法律事務所

#### 求人ID

1485195

#### 業種

法律事務所

#### 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 半数

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 650万円

#### 勤務時間

9時~17時半

#### 休日・休暇

土日祝日、有給休暇、

#### 更新日

2024年11月08日 21:00

### 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

ビジネス会話レベル (英語使用比率: 75%程度)

#### 日本語レベル

ネイティブ

#### 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

- Process vendor and tax payments and staff expense reimbursements.
- Review vendor invoices and expense reports for accuracy.
- Prepare cost recovery batches.

- Resolve Accounts Payable service requests.
  - Report on Accounts Payable activity to firm management.
  - Maintain and reconcile the petty cash account.
  - Assist with the accurate and timely month end financial close.
  - Train accounting staff on the Firm's financial systems.
  - Assist outside accounting firm with tax related process.
  - Support the Firm's internal and external audit functions.
  - Deliver services in line with department metrics and key performance indicators.
  - Other duties as requested by Finance Manager and/or firm senior management.
  - Responsible for adhering to the firm's General Safety Practices and any unique safety practices for the department.
  - Assist other team members as a senior role, and collaborate cross-functionally with staff.
  - Adhere to the firm's General Safety Practices and any unique safety practices for the department. Billing, Collections, and Rates
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#### スキル・資格

- 5 years of accounting and finance experience.
  - JCCI Bookkeeping 2nd Grade or equivalent, as a minimum qualification.
  - Business level English.
  - Proficiency in Microsoft Office Suite.
  - Experience with Japanese tax filings is preferred.
  - Experience in a law firm or other professional services firm is preferred.
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#### 会社説明