



グローバル企業・外資×ハイクラス転職

「語学力」を活かす転職なら、JAC Recruitment

Senior Accountant

外資消費財 アパレルメーカーでの募集です。経理（非上場）のご経験のある方は歓迎...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資消費財 アパレルメーカー

求人ID

1489227

業種

アパレル・ファッション

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 500万円

勤務時間

09:00 ~ 17:00

休日・休暇

【有給休暇】初年度 18日 7か月目から 【休日】完全週休二日制 土 日 祝日 GW 年末年始 土日・祝・年末年始・夏季（7月～9月）

更新日

2024年08月01日 15:30

応募必要条件

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

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

【求人No NJB2226032】

■Job Function/Purpose

As a senior accountant you will play a key role in ensuring the accuracy and integrity of financial information handling various accounting functions and showcasing strong organization skills to prioritize deadlines and multitask effectively. This position covers to track day to day activities tax and audit. Position's responsibilities include establishing financial status by developing and implementing systems for collecting verifying and reporting information. Position will work closely with

outsourcing vendor and international finance team. This role requires extensive background in accounting tax and financial reporting.

■Primary Responsibilities/Accountabilities

<Accounting>

- Process and book all spending requests properly and timely to make sure financial statements captures all transactions accurately
- Ensure the general ledger maintaining accurate and up to date records
- Prepare and complete month end closing activities year end closing activity including the preparation review and posting of journal entries.
- Perform mandatory accounting controls during every month close to maintain integrity of our financial statements.
- Ensure that the financial records correctly and accurately reflect the financial performance of the company in accordance with US GAAP and statutory requirement
- Perform fixed assets works included updating depreciation schedule reviewing request of fixed assets disposal updating depreciation expenses on disposal and transfer
- Maintain master files
- Issue payment request for AP
- Monitor AP aging

<Cash management>

- Prepare payment list and enter the payments into e banking system as initiator and make sure that all approval is in time from approvers.
- Responsible for daily bank reconciliation including bookkeeping
- Maintain bank master and vendor information
- Process cash balance check and reconciliation
- Prepare and handle bank checks bank statements receipt and payment scripts

<Financial Reporting>

- Prepare accounting reports required by the global team
- Respond to inquiries from head office providing comprehensive and timely information to meet the reporting requirements
- Prepare periodic BS and PL review files
- Prepare and submit accurate financial information to all stakeholders' timely taxations customs duties
- Handle to implement the timely preparation and submission of financial reports by managing other department personnel within established local schedules

<Audit Tax>

- Work with tax advisors to ensure that all changes in tax regulation are evaluated in advance
- Prepare and organize all necessary information for audit and tax filling and respond inquiries from internal / external auditors and tax advisors.
- Ensure and work for internal control relative to finance in place according to Sox requirements from headquarter

<Other>

- Support accounting project localizing to implement in finance area
- Keep good relationship with other Hbl network in Finance and other functions as needed
- Perform and support ad hoc projects as required

スキル・資格

■Experience/Skills/Education Requirements

- Education/Degrees: Bachelor's degree from four year college/university with major in Finance Accounting
- Certificates/Licenses: Bookkeeping License Boki greater than 2 class
- Special Skills:
 - Native level in Japanese and business competency in English
 - Proficient in Microsoft Office especially Excel
- Years of experience: Longer than 7 years of hands on experience in accounting and tax filling
- Type of experience: Accounting Tax Audit

■Preferred experience skills and education those are not required for job but beneficial to role (i.e. bi lingual) .

<Requirements>

- Ability to do monthly/quarterly/ year end closing and tax filling
- Proven knowledge of bookkeeping and accounting principles practices standards laws and regulations
- Ability to manipulate large amounts of data
- Retail/Wholesale/Manufacturing industries experience is a plus
- Knowledge of general bookkeeping or accounting theory and principle difference between Japan GAAP and US GAAP is a plus

会社説明

ご紹介時にご案内いたします