



Finance & Accounting Associate *English Follow

Inspired hospitality group

募集職種

採用企業名
IN THE HOOD株式会社

支社・支店
in the Hood by Dash Living

求人ID
1490897

業種
その他（不動産・土木建設）

会社の種類
中小企業（従業員300名以下）

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
経験考慮の上、応相談

勤務時間
午前9時30分~午後18時30分（休憩：午後12時00分~午後13時00分）

休日・休暇
土日祝日(年末年始、GW、夏季休暇はシフト制)

更新日
2025年01月21日 01:00

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

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

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アットホームな環境かつ国際色豊かな職場環境です！
経理経験1年以上でOK！

週1でのリモートワークも可能です！

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Established in 2015: A hospitality group composed of members from around the world.

Adaptable Living: Provides lifestyles tailored to diverse needs, including inbound travelers and nomadic workers.

Operations and Property Management: Manages concept-based accommodation facilities under the "inthehood" brand.

Prime Locations: 90% of managed properties are located inside the Yamanote Line. While most tasks are office-based, periodic site visits are required.

Global Collaboration: Works in coordination with an overseas operations team to manage properties efficiently.

<Position Finance & Accounting Associate>

We seek a Finance and Accounting Associate to join our expanding team. The ideal candidate should be self-motivated, passionate, and knowledgeable in accounting and finance principles. Now is the time to evangelize, introduce, and promote the Co-Living concept in Japan!

- Maintain the company's books according to generally accepted accounting principles
- Verify/reconcile all posted transactions on a monthly basis to maintain the integrity of the company's financial records
- Assist in month-end closing and report generation for building performance
- Collaborate with cross-functional teams, including Operations, Sales, and other departments in order to gather necessary information for accurate accounting entries.
- Review and report to stakeholders monthly financial reports, including income statements, balance sheets, and cash flow statements.
- Assist in preparing annual budgets and forecasts, providing valuable insights based on reconciliations and financial data analysis.
- Support audits from external auditors and local Tax and Statutory authorities as needed, ensuring compliance with tax and accounting standards by providing necessary documentation and support.
- To assist the CFO in various projects/initiatives which may be assigned from time to time
- Handle ad-hoc jobs as and when required

スキル・資格

The Requirements

- 1-3 years of experience in finance or accounting
- Bachelor's Degree in Accounting, Business Administration, Economics, Finance or equivalent is preferred
- Japanese: Native level or N1 certification, English: Middle or business level (equivalent to TOEIC 750 and up)
- Self-starter, cooperation with all cross functions
- Good communication skills
- Passionate, Open-Minded

The Nice to Haves

- Boki License (Any Level)
- Japanese Real Estate License holder (Takken)
- Other language ability (Mandarin Chinese, Korean, Spanish)
- Experience working in an early startup environment
- Experience working in the hospitality, hotel, or hospitality industry

Other Perks

- Immersion in a dynamic entrepreneurial environment
- Ability to experience and work with a talented, multicultural team
- Bottomless artisanal coffee, tea, and draft beer daily
- Apple technology equipment
- Flexible working locations throughout the city
- Working and meeting guests from around the world

会社説明