

Accountant

Accountant

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1491282

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

雇用形態

正社員

勤務地

東京都 23区

給与

550万円 ~ 700万円

勤務時間

Flexible working hours

更新日

2024年08月22日 17:20

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Responsibilities include maintaining accounts receivable, documenting bills, and managing supporting documentation. Additionally, tasks involve updating financial records using accounting software and assisting with the analysis of financial statements and preparation of balance sheets.

Client Details

A well-known luxury brand, established in the mid-20th century, specialises in high-quality goods and accessories. This brand is known for its contemporary design and has a significant global presence, including multiple boutiques in major cities around the world.

Description

- Maintain bookkeeping databases and spreadsheets, updating information as needed
- Prepare and send out invoices to clients in a timely manner
- Communicate with clients and customers to request payment and arrange payment plans
- Collect payment from customers and accurately record it into the system
- Perform regular reconciliation of accounts receivable ledger to ensure accuracy
- Generate and analyse accounts receivable reports and provide updates to management
- Update client accounts based on payment or contact information
- Assist in month-end closing activities related to accounts receivable

Job Offer

- Great development opportunities inside the company in Japan and abroad
- An attractive salary package of up to 7M JPY annually
- Good work-life-balance through remote work possibility and flexible working hours
- Positive international work environment with flat hierarchies

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

スキル・資格

- 2+ years of experiences in Accountant or Finance related role
 - Bachelor Degree or higher, preferred in a Accounting, Finance or Economics area
 - Fluent Japanese with Business level of English skill both verbally and in written
 - Strong attention to detail skill
 - Strong interpersonal skills, ability to communicate at all levels of the organisation
 - Strong problem solving and creative skills
 - MS Excel confident skills
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会社説明

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