



経理マネージャー | Manager - Accounting

Friendly & Flexible Working Environment

募集職種

採用企業名

株式会社グリーンウイングスジャパン

求人ID

1491813

業種

専門商社

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1200万円

更新日

2024年10月03日 00:00

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

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

Report to : CEO

Location : Tokyo

Mission of Department

Accounting: Manage day to day accounting operation and produce necessary financial documents to reflect accurate and proper financial conditions of the company. Manage budget and make analysis to provide financial implication to the business managers.

主な責務(Key Responsibility)

- Accounting Management
 - Manage overall accounting operations and ensure the financial reports are up-to-date and compliant with standard.
 - Managing the company's financial accounts, payroll, budget, cash receipts and financial assets
 - Establish and maintain fiscal files and records to document transaction.
 - Provide accurate financial data and recommendations based on the findings to support CEO.

- Monitor and analyze accounting data and produce financial reports or statements.
 - Establish and enforce proper accounting methods, policies, and principles.
 - Collaborate with other departments to ensure financial goals are met and budget is controlled.
 - Coordinate and complete mid year and year end audits
 - Prepare and file tax returns.
2. Process Improvement:
 - Improve systems and procedures and initiate corrective actions.
 - Continuously monitor and assess accounting operations to identify opportunities for improvement.
 3. Vendor and Partner Management:
 - Establish and maintain strong relationships with suppliers, vendors, and service providers to secure the best service.
 4. Compliance and Risk Management:
 - Ensure compliance with accounting/tax regulations and Labour regulations, and industry best practices.
 - Mitigate risks related to accounting operations by implementing appropriate controls.

As necessary, you may be requested to lead or be responsible for work not described above.

スキル・資格

Required experience / Skill

- At least over 3 years' Proven working experience as Accounting Manager, Accounting Supervisor or equivalent in small or medium sized company
 - Hands-on day to day accounting process experience and manage one-man operation.
 - Advanced computer skills on MS Office (able to write Macro is desirable), accounting software and database.
 - Proven knowledge of bookkeeping (Grade 2 or equivalent) and accounting principles, practices, standards, laws, and regulations
 - High attention to detail and accuracy
 - High level of efficiency
 - mathematical proficiency, analytical ability
 - Communication skill in both English (business level) and Japanese
 - Self-starter and proactive
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会社説明