



# VISTRA

## Accounting Senior Associate

### 募集職種

### 採用企業名

VISTRA Japan株式会社

### 求人ID

1492069

### 業種

ビジネスコンサルティング

### 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, 中央区

### 給与

経験考慮の上、応相談

### 更新日

2024年10月09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

#### It's never been a more exciting time to join Vistra.

At Vistra our purpose is progress. We believe that our clients have the power to change the world and to do great things for global progress, and we exist to remove the friction that comes from the complexity of global business – to help our clients achieve progress without friction.

But progress only happens when people come together and take action. And we're absolutely committed to building a culture where our people can do just that.

We have an exciting opportunity for you to join our team as Accounting Senior Associate Reporting to the Accounting Team Leader and Manager, this full-time and permanent position is based in Tokyo and offers regional coverage, allowing you to make a significant impact to our Accounting Services and its' growth.

#### Key responsibilities:

1. Accounting preparer (Tasks include, but are not limited to the following):

- Record daily financial transactions in compliance with JGAAP
- Organize and file financial documents
- Prepare financial reports and reconciliation reports
- Prepare and send customer invoices
- Remotely manage and communicate with clients and partners located globally
- Provide support to the accounting team on various tasks as required from time to time

2. Assist superiors with ad hoc projects and tasks as required.

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## スキル・資格

### Key requirements

- 1 - 2 years or working experience in the related field and knowledge in Accounting and Finance
  - At least Bachelor's Degree/Post-Graduate/Professional Degree in Business/ Finance/Accountancy.
  - Business level proficiency in English and Japanese Highly organized and detail-oriented
  - Office 365 (Outlook, Excel, Word, PowerPoint, SharePoint, Teams)
  - Knowledge on accounting system such as Microsoft Dynamics Navision, Oracle NetSuite, SAP, Xero etc. will be an added advantage
  - Strong written and oral communication skill
  - Ability to work independently and collaboratively as part of a team
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## 会社説明