



## Jr Accountant ~ Accountant @ International Company

### 募集職種

#### 人材紹介会社

Advisory Group株式会社

#### 求人ID

1493071

#### 業種

自動車・自動車部品

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

外国人 少数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 港区

#### 給与

450万円 ~ 経験考慮の上、応相談

#### ボーナス

固定給+ボーナス

#### 更新日

2024年09月03日 14:23

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

基礎会話レベル (英語使用比率: 10%程度)

#### 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

#### Position Overview:

Our client is a famous Italian Company and they are looking for a Junior Accountant to help our finance team with daily accounting tasks. This role is great for someone who is detail-oriented, organized, and able to handle various tasks as needed. The ideal candidate will be eager to learn and grow in their accounting career.

#### Position Summary:

Our client is a well-known Italian company and is looking for a Junior Accountant to support their finance team with the day-to-day accounting tasks. This role will suit someone who is detail-oriented, organized and able to handle a variety of tasks as required. The ideal candidate will be motivated to continue learning and growing and wants to advance in their accounting

career.

#### Key Responsibilities:

- **Record Transactions:** Help keep our financial records up to date by recording transactions accurately.
- **Manage Invoices:** Process and track invoices, ensuring payments are made on time and customers are billed correctly.
- **Bank Reconciliation:** Regularly check that our bank records match our financial statements.
- **Prepare Reports:** Assist in creating monthly financial reports, like income statements and balance sheets.
- **Flexible Tasks:** Be ready to take on other tasks as needed, including administrative work and special projects.

#### Main duties:

- **Recording Transactions:** Assists in accurately recording transactions and keeping financial records up to date.
- **Invoice Management:** Process and track invoices to ensure payments are made on time and customers are billed accurately.
- **Bank reconciliation:** Periodically check that your bank records match your financial statements.
- **Report Preparation:** Assist in preparing monthly financial reports (profit and loss statements, balance sheets, etc.).
- **Flexible work:** Be prepared to take on other duties, such as administrative tasks or special projects, as needed.

#### What The Client Offers:

- **Work From Home**
- **Opportunities to Learn and Grow in Your Career**
- **A Variety of Tasks to Keep Your Work Interesting**
- **A Supportive and Team-Focused Work Environment**

#### What the client provides:

- **work remotely**
- **Opportunities to learn and grow in your career**
- **An environment where you can continue to be interested in your work by performing a variety of tasks**
- **Supportive, team-oriented work environment**

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#### スキル・資格

##### Qualifications:

- Basic understanding of accounting principles and practices.
- Proficiency in Microsoft Office, especially Excel.
- Experience with accounting software (eg, QuickBooks, SAP) is a plus.
- Strong analytical skills with attention to detail.
- Excellent organizational and time-management -
- Ability to work independently and as part of a team.
- Effective communication skills, both written and verbal.

##### Qualifications

- Fundamental understanding of accounting principles and practices-
- Proficiency in Microsoft Office, especially Excel.
- Experience using accounting software (Quickbooks, SAP, etc.) preferred.
- Strong analytical skills with attention to detail.
- Excellent organizational and time management skills-
- Ability to work independently and as part of a team.
- Effective written and verbal communication skills.

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#### 会社説明