



【Multinational Company + Use English】 ACCOUNTANT

5 Branches Worldwide

募集職種

採用企業名

スペルマン ハイ・ボルテージ エレクトロニクス コーポレーション

求人ID

1506792

業種

医療機器

会社の種類

外資系企業

雇用形態

正社員

勤務地

日本

給与

600万円 ~ 700万円

更新日

2024年11月26日 14:07

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

JOB TITLE: ACCOUNTANT

Job Category: ・ Indirect Labor ・ Direct Labor

Primary Location: ・ Tokyo ・ Toda ・ Osaka

Report to: Finance Manager

Dotted Line to: NA

Number of Subordinates: NA

JOBSUMMARY&PURPOSES

- Manage financial information by recording, researching and analyzing accounts, and preparing financial statements.

MAIN RESPONSIBILITIES & DUTIES

- Prepare consolidated internal and external financial statements by recording, gathering and analyzing information from the general ledger system and other departments.
- Maintain and balance an automated consolidation system by inputting data; scheduling required jobs; verifying data.
- Analyze information and options by developing spreadsheet reports, verifying information.
- Prepare and confirm accuracy of general ledger entries by maintaining records and files, reconciling accounts.
- Prepare payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develop and implement accounting procedures by analyzing current procedures, recommending changes.
- Answer accounting and financial questions by researching and interpreting data.
- Provide accounting support for mergers and acquisitions by reviewing financial information; converting data into a general ledger system; obtaining supplementary information for preparing financial statements.
- Protect organization's value by keeping information confidential and secure.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplish accounting and Japan missions by setting and completing related goals and results.

スキル・資格

REQUIREMENTS & COMPETENCIES

Education

- BA/BS degree (or equivalent)

Work Experience

- Over 3 years of accounting experience (US GAAP), and the ability to collaborate with a multi-department team, understand US GAAP.

Knowledge & Skills

- PC Proficiency (Especially Excel), master of excel functions and tables. Be able to use MS Office products and local accounting software. Excellent in analysis.
- Accounting: SFAS Rules, Reporting Skills, General Math Skills, Manage Outsourcing Company.
- General: Deadline-Oriented, Time Management, Attention to Detail, Confidentiality,
- Highly productive, highly detail oriented and organized in work.
- Verbal Communication, Business Level English (Written, Oral).

Other Job-related Requirements

- Working conditions are normal for an office environment.
- Must be able to sit and work at a computer keyboard for extended periods of time; able to focus on work in an open office; able to perform general office administrative activities: copying, filing, delivering and using the telephone; able to occasionally lift and move record boxes.

Certificates

- Second grade certificate of Japanese bookkeeping

会社説明