

**THE
EXECUTIVE
CENTRE**

Senior Finance Manager, Seoul | Korean, English skill needed

募集職種

採用企業名

ディ・エグゼクティブ・センター・ジャパン株式会社

求人ID

1510916

業種

その他（サービス）

会社の種類

外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

韓国

給与

経験考慮の上、応相談

更新日

2025年01月29日 13:00

応募必要条件

職務経験

6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

無し

その他言語

韓国語 - ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

- Position: Senior Accountant, Seoul -

Pay range

90KRW + up to 2 months.

Job Responsibilities**Finance:**

- Managing a team.
- Handling bank payment transactions.
- Bank inflow/outflow checking and booking.
- Credit Card payment checking and collection.
- Bank reconciliation - Month-end closing.
- Cash flow statement forecast.

Accounts Receivable:

- Reviewing new/renewal customer's agreement and issuing an initial invoice/local tax receipt.
- Preparing registration documents for new client.
- Issuing monthly invoices and local tax receipts to the client.
- Ad hoc invoice issuing which requests from sales or operations.
- Sending an unpaid reminder to the client.
- Preparing the client's deposit refund form for the client.
- Support operations and sales team for any questions/requirements related to invoice/local tax receipt payment from the clients.
- Revenue report - Month-end closing.

Accounts Payable:

- Vendor's invoice booking.
- Petty Cash, staff expense claim form checking and booking.
- VAT tax filing.

ABOUT US

The Executive Centre (TEC) opened the doors to the first Executive Centre in 1994 and today boasts over 220+ centres in 36 cities and 16 markets.

The Executive Centre caters to ambitious professionals and industry leaders looking for more than just an office space - they are looking for a place for their organisation to thrive. TEC has cultivated an environment designed for success with a global network spanning Greater China, Southeast Asia, North Asia, India, Sri Lanka, the Middle East, and Australia, with sights to go further and grow faster. Each Executive Centre offers a prestigious address with the advanced infrastructure to pre-empt, meet, and exceed the needs of our ambitious Members. Walking with them through every milestone and achievement; empowering them to succeed.

Privately owned and headquartered in Hong Kong, TEC provides first class Exclusive and Shared Workspaces, Business Concierge Services, and Meetings & Events facilities to suit any business' needs. For more information, please visit: www.executivecentre.com

スキル・資格**Job Requirements:**

- Bachelor's Degree in accounting preferred.
- 5 years' relevant accounting & tax experience, ideally in a flexible workspace environment.
- Knowledge of ERP advantageous.
- Strong communication skill in written English & Korean.
- Ability to work in a fast-paced environment.

会社説明