



## Accountant

**Fast growing industry!**

### 募集職種

人材紹介会社

ALBERTO株式会社

採用企業名

米国系スポーツ用品メーカー

求人ID

1515707

業種

その他

会社の種類

中小企業 (従業員300名以下)

外国人の割合

(ほぼ) 全員日本人

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年03月11日 10:01

### 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 (英語使用比率: 25%程度)

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

- **Purchase Order Management:** Initiate and oversee purchase orders within the accounting system, ensuring all necessary approvals are obtained and documentation is complete.
- **Invoice Processing:** Receive and review invoices for accuracy and completeness, reconcile them with purchase orders, and confirm with the team that goods have been delivered or services completed.

- **General Ledger Support:** Assist the team in performing or reviewing general ledger accounting tasks, including journal entries and reconciliations.
  - **Accounts Payable Assistance:** Support accounts payable processing by reviewing and processing payments to vendors and suppliers, and managing suppliers in the accounts payable system.
  - **Payment Compliance:** Thoroughly review payment requests to ensure compliance with company policies and financial controls.
  - **Financial Reporting Support:** Assist with financial reporting and scheduling as required, providing insight into accounts payable status and cash flow.
  - **Budgeting Assistance:** Assist other team members in preparing cash flow forecasts for related companies.
  - **Documentation and Compliance:** Maintain accurate and organized financial records and ensure compliance with company and regulatory requirements.
  - **Additional Office Duties:** Handle bank payments, manage bank seals, issue/process internal invoices, manage accounts payable calendar, etc.
  - **Collaboration:** Work closely with other teams (e.g., development, engineering) and external service providers to resolve discrepancies.
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#### スキル・資格

- Prior experience in accounting, operations, or finance roles
- Familiarity with accounting or AP systems is advantageous but not mandatory
- Experience in SPC accounting, particularly within renewable energy and real estate sectors, is valued
- Completion of a basic bookkeeping course, such as "Boki 2-kyu," or equivalent accounting knowledge
- Proficiency in English, especially in reading and writing

If you have any questions or would like further information, please feel free to contact our representative, Ms. Tania Shevchuk, at 080-7433-7884 or via email at [tania@accounting-intel.com](mailto:tania@accounting-intel.com).

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#### 会社説明