



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01月28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 (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.

会社説明