

# Accountant / 経理スタッフ

## Job Information

#### Recruiter

Cornerstone Recruitment Japan K.K.

#### **Hiring Company**

Foreign-affiliated IT consulting startup

#### Job ID

1457539

#### Industry

IT Consulting

## **Company Type**

International Company

#### Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards, Koto-ku

#### Salary

Negotiable, based on experience

#### Refreshed

October 31st, 2025 15:00

# General Requirements

# **Career Level**

Entry Level

## Minimum English Level

None

# Minimum Japanese Level

Native

## **Minimum Education Level**

High-School

#### Visa Status

Permission to work in Japan required

## Job Description

## [JOB RESPONSIBILITIES]

- 会計情報の提供、整理
- 従業員の経費管理
- 見積書、請求書の作成
- 入出金の管理
- 給与の支払い
- Providing and organizing accounting information,
- Managing employee expenses,
- · Creating estimates and invoices,

- Managing deposits and withdrawals,
- Paying salaries.

# Required Skills

## [REQUIREMENTS]

既卒・第二新卒歓迎、英語力不問、学歴不問

- Existing graduates and new graduates welcome
- No English proficiency required
- No academic background required

# Mandatory:

- 将来的に経理部門のリーダーとして活躍したい方
- Desire to become a leader in the accounting department in the future

## 経験者の場合:

- 経理業務経験2年以上の方
- 日商簿記検定3級以上をお持ちの方

Only experienced candidates:

- Must have 2+ years of experience in accounting work
- Must have Nissho Bookkeeping Certification level 3 or higher

# Company Description