

# WYNDHAM • DESTINATIONS



## Accountant/経理担当

### Job Information

**Hiring Company**

Wyndham Destinations Japan Ltd.

**Job ID**

1474741

**Division**

Account

**Industry**

Hotel

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Nagano Prefecture

**Salary**

3.5 million yen ~ Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

July 22nd, 2025 05:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

- Purchase control, check receiving, and organize stock taking.
- Assisting AP for CWCN (reconcile invoices onsite and upload into system)
- Reconciling and recording all bank journal entries in the general ledger for CWCN
- Perform additional tasks as requested from time to time including administrative tasks.
- Support month-end GL recording.
- Expense reimbursement
- Posting of journals in a timely and accurate manner.
- Prepare and post monthly accrual and prepaid expense journals.
- Posting of intercompany journals and reconciling intercompany trade accounts.

- Preparation and posting of general journals and resolution of queries from stakeholders.
  - Completion of tasks assigned in month end accounting checklist.
  - Ensure all balance sheet accounts are reconciled monthly.
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## Required Skills

- Accounting degree / or qualification
  - Do not hesitate to support hotel operation.
  - Above average excel skills
  - Attention to detail and accuracy.
  - Team player with a desire to continuously improve processes.
  - Ability to provide outstanding customer service.
  - Possess good communication skills.
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