



Accountant/経理担当

Job Information

Hiring Company

Travel and Leisure Japan Limited

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

February 3rd, 2026 06:00

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.

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.

Company Description