MT-4608- 有名インターナショナルスクールでの経理

Job Information

Recruiter
ALBERTO K.K.

Job ID
1478222

Industry
Education

Company Type
International Company

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 9 million yen

Holidays
土日祝日

Refreshed
November 29th, 2026 04:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Accounting Assistant role

- Account receivable: process receipt of payment as a main task
- Administrative works related to account receivable
- Support with GL operations
- Expense process
- Manage fixed assets
- Manage lease accounting
- Other accounting assistance tasks as assigned by the Director of

- Finance and Accounting

General Affair role

- Company secretary and regulatory report support
- Public students' subsidies process
- PTA liaison
- Incident and travel insurance claim management
- Expense process
- Other general affair tasks as assigned by the Director of Finance and
- Accounting

Required Skills

Skills and Attributes

- High level of integrity, discretion, and commitment to maintain
- professionalism and confidentiality in all aspects of the role and
- responsibility.
- Self-starter, proactive and taking initiative to efficiently complete the
- task at hand.
- Highly organized and detail-oriented.
- Attributes
- 3–5 years of experience in a similar administrative role.
- Must have some office/accounting work experience. Bookkeeping

level 2

- Advanced proficiency in word processing and spreadsheet software.
- Experience in managing payments and expenditures would be
- advantageous.
- Exceptional ability to manage office operations.
- Advanced ability to plan, schedule, and execute office-related
- events.
- In-depth knowledge of administrative recordkeeping practices.
- Experience in handling confidential and sensitive information.
- Fluent in Japanese, business level of English is required; speaking,
- listening, writing and reading.

Company Description