



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

May 15th, 2026 16:00

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

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