



## MT-有名国際法律事務所でのシニアアカウンタント

### Job Information

#### Recruiter

ALBERTO K.K.

#### Hiring Company

有名国際法律事務所

#### Job ID

1485195

#### Industry

Legal

#### Company Type

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

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

5 million yen ~ 6.5 million yen

#### Work Hours

9時～17時半

#### Holidays

土日祝日、有給休暇、

#### Refreshed

February 13th, 2026 02:00

### General Requirements

#### Minimum Experience Level

Over 3 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

- Process vendor and tax payments and staff expense reimbursements.
- Review vendor invoices and expense reports for accuracy.
- Prepare cost recovery batches.

- Resolve Accounts Payable service requests.
- Report on Accounts Payable activity to firm management.
- Maintain and reconcile the petty cash account.
- Assist with the accurate and timely month end financial close.
- Train accounting staff on the Firm's financial systems.
- Assist outside accounting firm with tax related process.
- Support the Firm's internal and external audit functions.
- Deliver services in line with department metrics and key performance indicators.
- Other duties as requested by Finance Manager and/or firm senior management.
- Responsible for adhering to the firm's General Safety Practices and any unique safety practices for the department.
- Assist other team members as a senior role, and collaborate cross-functionally with staff.
- Adhere to the firm's General Safety Practices and any unique safety practices for the department.Billing, Collections, and Rates

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#### Required Skills

- 5 years of accounting and finance experience.
- JCCI Bookkeeping 2nd Grade or equivalent, as a minimum qualification.
- Business level English.
- Proficiency in Microsoft Office Suite.
- Experience with Japanese tax filings is preferred.
- Experience in a law firm or other professional services firm is preferred.

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#### Company Description