

## 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  $\sim$  6.5 million yen

**Work Hours** 

9時~17時半

Holidays

土日祝日、有給休暇、

Refreshed

December 5th, 2025 04:00

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

## 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.

## Company Description