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
November 20th, 2026 05:00

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 Level

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