

# MT-国際的な職場環境ーハイブリット勤務ー英語必須一経理

## Job Information

#### Recruiter

ALBERTO K.K.

#### Job ID

1517278

## Industry

Internet, Web Services

## **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

6 million yen ~ 8.5 million yen

# **Work Hours** 9:30- 18:30

# Holidays

土日祝日

#### Refreshed

November 3rd, 2025 03:00

## 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

- Liaising with external accountants in the production of local financial statements to maintain the highest quality, accuracy and reliability
- Support on full spectrum of accounting functions including AR, AP, bank reconciliation, banking activities, inter-company transactions, cash flow, invoicing, GL

- Financial data entry in local accounting system, extract and compile reports for regional use
- · Responsible for quarter-end and year-end closing
- · Active participation in external and internal audits
- Ensure compliance and quality control over financial transactions and financial reporting
- Work with external tax agent to manage and comply with required tax filings
- Support on monthly employee claims, liaising with HR and external payroll bureau
- · Working closely with other departments to ensure smooth process flow
- Engage in continuous improvement of process to enhance overall effectiveness and efficiency of

operational accounting functions

• Support ad-hoc tasks as per business needs

# Required Skills

- · Bachelor's degree in Accounting / Finance
- CPA or ACCA qualification preferred but not mandatory
- Minimum 5 years' experience in a general accounting role
- Strong knowledge on local Japan financial and tax regulations to ensure compliance,

knowledge/experience with both Japan and Korea will be advantageous

- Careful attention to detail to ensure accuracy and completeness of work
- · Ability to work under pressure and meet tight deadline
- · Highly motivated individual contributor
- Proficient use of ERP system, MS Office program including advanced Excel
- · Ability to handle multiple tasks concurrently with ease and take ownership of assigned tasks or

## projects

• Excellent interpersonal, verbal, and written communication skills

## Company Description