

systemsGo

アカウント Accountant

Work-life balance, friendly environment!

Job Information

Hiring Company

systemsGo Corporation

Job ID

1526396

Industry

IT Consulting

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, Minato-ku

Salary

4 million yen ~ 6 million yen

Hourly Rate

Great work-life balance

Work Hours

Mon-Fri 9am-6pm

Holidays

Starts at 13 days/yr paid leave, increases each year until 22/yr

Refreshed

May 21st, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

求人内容/アカウント :

- 月次決算および年度末決算のサポート業務 (IFRS JGAAP)
- GL 会計、BS リコンシリエーション: 総勘定元帳会計業務, 試算表の確認・調整
- 補助元帳会計: 1. 売掛金: 売掛金回収管理とモニタリング 2. 買掛金: ベンダーの請求書計上・支払
- 経費精算 (Concur): 監査および保守
- 銀行残高管理と週次キャッシュフローレポート
- 会計事務所と連携して、年度末決算、法人税、消費税申告をサポート
- 人事部門と連携し、給与データの確認、計上、支払い業務
- その他、随時の業務等

Job Description

- Support for Monthly closing and Year end closing (IFRS JGAAP)
- GL accounting, TB reconciliation : Performing and reviewing general ledger accounting tasks, including various journal entries and balance sheet reconciliations.
- Sub Ledger accounting: 1. AR: Monitor AR collection and regular reconciliation, cash collection activities as necessary. 2. AP: Booking vendor bills and payment
- Expenses reimbursement (Concur): audit and maintenance
- Bank reconciliations and Weekly cash flow report
- Support for year-end closing, corporate tax, consumption tax filing to correspond with the tax accounting office.
- Work with HR regarding payroll lodgement, compliance and payment.
- Other ad hoc tasks may required

Required Skills

応募資格 :

- 大学卒業以上
- 日商簿記 2 級以上
- 会計/財務の分野で 3 年以上の経験
- 法人税、消費税申告サポート経験、尚可
- MS-Office (Excel = ピボット、Vlookup など) スキル
- ERP、CRM システムの経験 (Net Suite、SFDC が望ましい)
- 中級レベルの英語コミュニケーションスキル (TOEIC 730-)
- 明るく積極的、コミュニケーション能力、チームワーク能力のある方

Qualifications

- University graduate or above
- Nissho Bookkeeping Level 2 or above
- 3+ years of experience in Accounting/Finance,
- Corporate tax, Consumption tax filing is preferred.
- MS-Office (Excel = Pivot, V-lookup, etc.) skills
- ERP, CRM system experience (Net Suite, SFDC is preferred)
- Intermediate English communication skills (TOEIC 730-)
- Positive, communication and teamwork ability

About the company

- Capable and experienced accounting assistant to help you
- Opportunity to utilize your English skills
- Be part of a growing regional company
- Friendly open working environment
- Employee benefits

To apply, please send your resume to daria.tang@systemsgo.asia

Company Description