



Accountant

外資メーカーでの募集です。財務のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資メーカー

Job ID

1533621

Industry

Electronics, Semiconductor

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】初年度 10日 6か月目から 【休日】完全週休二日制 祝日、慶弔休暇、夏季および冬季休暇相当の休暇

Refreshed

May 30th, 2025 12:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2292071】

■Key Responsibilities

Account Receivable Management:

- o Cash receipt application and discrepancies verification
- o AR overdue check and follow up action
- o Customer registration

- o Credit hold Release based on the request from operation team
- o Credit insurance update

Account Payable management:

- o Open PO check and follow up with PO buyers
- o Vendor invoices validate with PO and payment preparation
- o Employee expense report auditing and payment preparation
- o Supplier registration

Intercompany management:

- o IC balance reconciliation
- o IC payment preparation

Closing and reporting:

- o Weekly cashflow report
- o Month end closing process handling
- o Monthly expense accrual control
- o Year end reporting and tax filling support

Cash management

- o Bank statement entry and reconciliation
- o Petty cash entry and filling
- o Communication with bank as needed

General Administrative Support:

- o Document filing
- o Office supplies management
- o PC set up and other IT communication support

Ad Hoc Tasks:

- o Support accounting manager for the tasks as needed

■Reporting to:CFO in APAC

Required Skills

■Required Skills Qualifications:

- Certification in accounting finance or a related field is preferable.
 - At least 3 years of experience in general accounting and monthly closing preferably in a managed services or subscription based business model.
 - Strong knowledge with hands on experience of accounting software and ERP systems (Oracle is preferable) .
 - Ability to manage multiple tasks simultaneously in a fast paced environment.
 - Excellent communication skills and ability to work collaboratively with other teams.
 - Attention to detail and strong organizational skills.
 - Communication skills in Japanese is must and in English is a plus.
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Company Description

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