



## Accounting Specialist

欧系医薬品メーカーでの募集です。経理（非上場）のご経験のある方は歓迎です。

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

欧系医薬品メーカー

**Job ID**

1537574

**Industry**

Pharmaceutical

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8 million yen

**Work Hours**

09:15 ~ 17:15

**Holidays**

【有給休暇】有給休暇は入社時から付与されます 試用期間中は毎月1日付で1日付与、試用期間終了翌月1日付で4~20日間付与。 ※...

**Refreshed**

June 12th, 2025 07:00

### 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 NJB2273920】

#### 1. Job Purpose

We are seeking a driven Accounting Specialist to manage accurate and timely reporting who reports to Accounting Manager.

This person will also play a role in establishing and documenting internal controls and process improvements.

## 2. Job Responsibilities

Handling invoices expense claims and proceed payment (firm banking)  
Journal entries  
Monthly/Annual closing and various accounts reconciliation preparation.  
Support documents preparation for Internal/External/Tax audit  
Intercompany accounts handling  
Sales Stock and Fixed Asset administration  
Documents filing  
Handle inquiries from other departments and HQ finance.  
Email exchanges in Japanese and English

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## Required Skills

### 3. Required skills/knowledge

At least 5 years' experience in similar role preferably in a multinational company using English based accounting system  
Accounting knowledge ・ Bookkeeping 2nd Grade or equivalent  
Intermediate computer skills and Microsoft Word Excel PowerPoint  
Bachelor's degree in accounting or equivalent

### 4. Soft Skills:

Team oriented - good communication and work relationship  
Hands on and proactive attitude  
Ability to prioritize multi-task and adapt to flexible work demands  
Self-management  
Strong results orientation

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## Company Description

ご紹介時にご案内いたします