



Assistant Accounting/Finance Manager (or Sr. Accountant)

【欧州系外資/950万/残業10時間程/リモート週2日/調布市/西東京】での募...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

【欧州系外資/950万/残業10時間程/リモート週2日/調布市/西東京】

Job ID

1539723

Industry

Machinery

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

6 million yen ~ 9 million yen

Work Hours

09:30 ~ 17:30

Holidays

【有給休暇】有給休暇は試用期間満了後から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年...

Refreshed

May 29th, 2025 06:00

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 NJB2298740】

■ Mainly accountable for AP/AR Treasury Management and some supervising task

Supervise /Provide timely and accurate processing by accounts payable/receivable vouchers

Intercompany invoice issuance

Lead monthly quarterly and annual closings

Lead internal external Audit preparation TAX filling
Prepare monthly reports to parent company and consolidated reports
Prepare budget forecasts
Comply with financial policies and regulations
Ensure timely bank payments
Liaise with Sales group to review the budget and discrepancy
Reinforce financial data confidentiality and conduct database backups when necessary
Meetings with banks and audit company manage tax related questions from tax offices and authorities handling tax audits
Manage accounting and taxation of domestic transactions and international transactions with affiliated companies
Manage ERP (M3 system) in every transactions.
Those but not limited above

■ Report to: Director Administration

Required Skills

- Bachelor's degree in Accounting major is preferred
- More than 5 years of experience in Finance team at the multinational company
- Hands on experience with accounting software
- Proficient in MS Office (Excel Word)
- Business English (mainly Writing + some Speaking)
- Experience with general ledger functions
- Team player Good communication skills and flexible
- Strong attention to detail and good analytical skills Precise and accurate

Company Description

ご紹介時にご案内いたします