

# グローバル企業・<mark>外資×ハイクラス転職</mark> 「語学カ」を活かす転職なら、JAC Recruitment

#### 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

1551512

#### 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**

 $09:00 \sim 18:00$ 

## 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

November 14th, 2025 02:00

# 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 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.
- $\boldsymbol{\cdot}$  Communication skills in Japanese is must and in English is a plus.

# Company Description

ご紹介時にご案内いたします