



## 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 ~ 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**

July 10th, 2025 16:14

### 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

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## 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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