



Accountant

【500万/ジュニア経理/リモート週2/英語が使える/ケミカル外資】での募集で...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

【500万/ジュニア経理/リモート週2/英語が使える/ケミカル外資】

Job ID

1557394

Industry

Chemical, Raw Materials

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 5 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社時から付与されます 有給休暇初年度 10 日付与されます 【休日】完全週休二日制 土 日 祝日 GW...

Refreshed

January 8th, 2026 00:00

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 NJB2325258】

■Key Responsibilities:

The key responsibilities for this position include but are not limited to the following:

- ・ Process Regional Accounts Payable in a timely and accurate manner.
- ・ Resolve any outstanding Accounts Payable issues in a timely manner.
- ・ Identify reoccurring problems relating to Regional Accounts Payable communicate those issues surrounding these

problems to management and be part of the solution to resolve these problems.

- Assist with monthly and year end close procedures.
- Systematically verify and audits accounts for completeness and accuracy according to established SOX controls.
- Support management directives.
- Other duties/projects as assigned.
- Clear AP invoice in SAP after payment
- Clear AR invoice upon receipt
- Customer sales price data collection and upload request to price admin.
- Assist with monthly close activities including month end analysis for journal entries and preparation of balance sheet reconciliations.
- Support the annual corporate tax return filling.
- Prepare materials for the consumption tax return filling.
- Fixed asset management.
- Prepare fixed cost actual/budget analysis report and provide to cost center managers.

Required Skills

- Over 5 Years working experience in Accounting/Finance department.
- ERP experience (SAP) is required.
- Fluent in Japanese.
- Strong English reading and writing skills are required. Speaking and listening skills should be at least at a daily conversational level.

Company Description

ご紹介時にご案内いたします