

# 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

【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**

 $09:00 \sim 17:30$ 

## 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

December 11th, 2025 03:00

# 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