



## 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**

December 25th, 2025 23:00

### 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.

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## 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.

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## Company Description

ご紹介時にご案内いたします