アカウンタント（シニア会計 / 経理シニアスタッフ）| Accountant - Senior Accountant

Accounting | Gaishikei

Job Information

Recruiter
Advisory Group K.K.

Hiring Company
Global Logistics Company

Job ID
1575058

Industry
Logistics, Storage

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5.5 million yen ~ 6 million yen

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level (Amount Used: English usage about 10%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Responsibilities

- Prepares daily payments to vendors on Internet Banking.
- Performs reporting of incoming payments to the operational department in a timely manner.

- Responsible for registrations of settlement transactions with overseas entities, including balance reconciliations with counterpart entities.
- Manages booking of accounting entries for GL, AR collections, AP registrations, and their settlements.
- Conducts bank reconciliations for assigned bank accounts.
- Reconciles financial discrepancies by collecting and analyzing relevant accounting information.
- Supports ERP / Accounting systems enhancement by liaising with and reporting issues to the IT department in Italy.
- Assists the Financial Controller as needed and follows instructions from the Accounting Manager.

職務内容 (Responsibilities)

- インターネットバンキングを使用したベンダー（取引先）への日々の支払業務
- 営業・運用部門（Operational dept.）への入金報告の適時実施
- 海外拠点との決済取引の登録、および相手方エンティティとの残高照合業務
- 総勘定元帳（GL）の仕訳入力、売掛金（AR）回収、買掛金（AP）登録、およびそれらの決済に関わる記帳管理
- 担当銀行口座の預金勘定調整（バンク・リコンシリエーション）
- 関連する会計情報を収集・分析することによる、財務上の不一致（差異）の特定と調整
- イタリアのIT部門と連携（問題報告など）し、ERP・会計システムの機能向上を支援
- 経理マネージャーの指示に従い、必要に応じてフィナンシャル・コントローラーを補佐

Required Skills

Requirements

- 8 years or more of relevant experience in accounting (JCCI Bookkeeping skill test 2nd grade or above preferred).
- Native Japanese speaker with business-level English language capabilities (TOEIC 750 or above preferred).
- Fast, efficient, and accurate at executing routine business tasks.
- Experience with ERP systems (SAP is preferred).
- Proficient skills in Microsoft Office.
- Experience working for a foreign company with Western corporate culture is preferred.
- Strong communication skills and a good team-player mindset.
- Highly motivated to adapt to new assignments with a sense of hospitality.
- Ability to work well under pressure and thrive on adversity.

応募要件 (Requirements)

- 経理の実務経験8年以上（日商簿記検定2級以上をお持ちの方歓迎）
- ネイティブレベルの日本語力、およびビジネスレベルの英語力（TOEIC 750点以上歓迎）
- ルーティンワーク（定型業務）を正確かつ迅速・効率的にこなせる能力
- ERPシステム（SAP）の使用経験（尚可）
- Microsoft Officeの高度なスキル（Excelなど）
- 欧米圏のカルチャーを持つ外資系企業での勤務経験（尚可）

- 高いコミュニケーション能力があり、チームワークを大切にできる方
- ホスピタリティの精神を持ち、新しい業務に意欲的に適応できる方
- プレッシャーのかかる環境でも適切に業務を遂行し、逆境を乗り越えて成長できる方

Company Description