Accountant

AP|AR|GL - Gaishikei

Job Information

Recruiter
Advisory Group K.K.

Hiring Company
Foreign IT consulting company

Job ID
1575059

Industry
IT Consulting

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

Non-Japanese Ratio
(Almost) All Japanese

Job Type
Permanent Full-time

Location
Kanagawa Prefecture, Kawasaki-shi Kawasaki-ku

Salary
5 million yen ~ 6 million yen

Refreshed
November 5th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic 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

- **Transaction & Ledger Management:** Prepare A/R, A/P, Fixed Assets, and General Ledger entries while verifying supporting documentation for all financial transactions.
- **Financial Closing & Reporting:** Support monthly, quarterly, and annual closings, and assist in preparing financial

reports for internal use, tax filings, and audits.

- **Account Reconciliation & Discrepancy Resolution:** Reconcile financial discrepancies by collecting, analyzing, and summarizing account information and trends.
- **Expense Processing & Internal Controls:** Review and process employee expense claims, execute payments, and maintain financial security by following internal controls.
- **Operational & Team Support:** Support site general administration and contribute to overall team efforts as needed.

- **仕訳および勘定管理:** 売掛金、買掛金、固定資産、総勘定元帳の伝票起票を行い、根拠資料に基づいて財務取引を検証します。
- **決算および財務報告の支援:** 月次・四半期・年次決算業務をサポートし、社内報告用資料、税務申告、監査に向けた財務レポートの作成を支援します。
- **勘定照合および不一致の解消:** 勘定情報を収集・分析し、財務データ上の不一致を照合・解消します。
- **経費精算および内部統制の遵守:** 従業員の経費精算を審査・処理して支払手続を行い、内部統制に従って財務上の安全性を維持します。
- **業務支援およびチームへの貢献:** 拠点の総務全般をサポートし、必要に応じて関連業務を完遂することでチームに貢献します。

Required Skills

- **Experience:** 3 years of accounting experience.
- **Age:** Mid 30s (20's to 40s, up to 45)
- **Language:** Native Japanese (English is not necessary).
- **Skills/Certifications:** Accounting certification is a plus (e.g., Boki).
- **Mindset:** * Demonstrates a high level of accuracy and the ability to identify and correct mistakes independently.
    - Shows a strong willingness to understand each process in detail and learn proactively.
    - Is able to take initiative and act independently with a strong sense of ownership.

- **経験:** 経理実務経験 1年以上
- **年齢:** 30代半ばまで（20代〜40代 45歳まで歓迎）
- **語学力:** 日本語ネイティブ（英語力は不問）
- **資格・スキル:** 簿記などの会計資格をお持ちの方歓迎
- **求める人物像:**
    - 正確性を備えており、間違いを自ら発見し改善する力がある方
    - 1つ1つの処理を理解して、意欲的に学ぶ姿勢がある方
    - 主体性をもって自ら動くことができる方

Company Description