



PR/087430 | Accounting Administrator (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1585872

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

June 16th, 2026 12:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A beverage packaging parts manufacturer that was established in Japan in 1941 and in Germany in 2014 is looking for an Accounting Administrator (m/f/d) to support the financial operations. The role covers day-to-day accounting, preparation of financial statements under German GAAP (HGB), and monthly reporting to the Japanese headquarters for group consolidation.

Job Responsibilities

Daily invoice payment operations

Coordinating with external accounting partners to finalize monthly financial statements and ensure accurate reporting

Manage accounts payable/receivable

Maintain general ledger and perform reconciliations

Prepare monthly reporting packages for the Japanese HQ and the Support group consolidated financial statement (IFRS or JGAAP)

Coordinate the accounting/financial topics with tax advisors and auditors

Assist with budgeting and business plan-making process

Other Accounting and Tax-Related Duties

Job Requirements

Basic Accounting and Tax Knowledge
Minimum 3 years of accounting experience with proficiency in Excel formulas
Knowledge of German GAAP (HGB)
ERP experience (SAP, DATEV, or similar)
German (fluent), English (fluent), Japanese (nice to have)
Degree in Accounting, Finance, or Business Administration
Experience working with international companies is a plus
Experience reporting to headquarters overseas is a plus

Benefits & Others

Working hours: 40 hours / week (7:00-16:00)
Holidays: 30 days / year

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description