



## 【950～1000万円】Accounting Manager

仏系食品メーカーでの募集です。経理（非上場）のご経験のある方は歓迎です。

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

仏系食品メーカー

#### Job ID

1587253

#### Industry

Food and Beverage

#### Company Type

International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

9 million yen ~ 10 million yen

#### Work Hours

09:30 ~ 18:30

#### Holidays

詳細は求人ご紹介時にご案内いたします。

#### Refreshed

May 16th, 2026 11:00

### General Requirements

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

High-School

#### Visa Status

Permission to work in Japan required

### Job Description

【求人No NJB2350210】

【Accounting and reporting】

#### ■Day to day activities :

- ・ Manages manual and automatic general ledger postings
- ・ Ensures data accuracy for the different ledgers ( customers vendors fixed assets bank )
- ・ Validates payment proposals for suppliers
- ・ Analyses all accounts in balance sheet and profit and loss statements

- Manages payroll booking follow up
- Manages the others general ledger booking ( accruals provisions... )
- Manages financial sales process in SAP
- Liaise with Vietnam Shared Services Center and Treasury Function
- Support various administration tasks required to be executed by the Finance Team

■Closing activities :

- Manages miscellaneous accruals
- Manages IFRS postings impacts
- Launches all SAP Closing and consolidation processes
- Prepare the necessary packages ( eg. Tax ) with the guidance of managers
- Closes the books monthly quarterly and yearly
- Lead preparation of tax returns corporate reporting requirements

【Accounts receivable management】

- Checks customer billing ( domestic export and intercompany if any )
- Processes incoming payments and clears customer open items
- Answers all queries concerning the payments from customers
- Manages clearing of customer payments and customer accruals
- Processes DSO and edits accounts receivable reporting

【Accounts payable management】

- Manages vendor invoices: keys in invoices received manages invoices workflow
- Manages GR/IR account ( clearing and balance validation ) and blocked invoices
- Manages payment proposal; validates invoices for payment manages down payment process
- Monitors and follows up DPO rate reporting

【Finance SAP ( local ) key user】

- Relays communication from/to Zone super user / local end users
- Follows up incidents and evolutions: tickets with the team and central team performs or coordinates local tests of system changes updates training material and documentation
- Trains newcomers and newly assigned staff and takes part in local/global projects

【Local Finance SAP database administrator】

- Maintains GL CoA ( creation modification of local master data )
- Maintains local VAT condition sequences
- Maintains or follows up local AP AR accounting view local material master data accounting view

【Management of relations with economic agents】

- Maintains locally the relations with external and internal economic agents
- Produces and communicates the required information under the relevant formats

## Required Skills

Comprehensive accounting experience: monthly and annual closing understanding of IFRS and JGAAP etc.

Experience with Preparation of Tax filing/Creating J GAAP Financial statement

Knowledge and working experience with SAP systems.

Business level English and fluent in Japanese

Process improvement

Can do attitude

Experiences working with overseas shared service center

Able to work as standalone and do not afraid to ask questions if any

## Company Description

ご紹介時にご案内いたします