



## シニアアカウント

【800万以上/リモート・フルフレックス/外資素材メーカー】での募集です。経...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

【800万以上/リモート・フルフレックス/外資素材メーカー】

**Job ID**

1588332

**Industry**

Chemical, Raw Materials

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Work Hours**

09:00 ~ 17:30

**Holidays**

詳細は求人ご紹介時にご案内いたします。

**Refreshed**

April 16th, 2026 16:56

### 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 NJB2368566】

**■Position Summary:**

Sr. Accountant will be responsible to support accounting taxation and financial control under the direction of the Accounting Manager.

This position will also be required to support Junior Accountant to facilitate their work.

**■Tasks and responsibilities of the position:**

**Accounts Receivable**

- Manage AR collection and cash/AR reconciliation
- Handle credit limit block for customers
- Perform daily bank reconciliations related to AR
- Perform AR aging report
- Update weekly cash flow forecast related to AR

**Accounts Payable**

- Book supplier invoices accurately and timely and process payments
- Review and book T E expenses by utilizing SAP and Concur
- Process tax payments (withholding tax residence tax health pension labor insurance)
- Perform monthly Intercompany payments
- Perform daily bank reconciliations including automatic and ad hoc payments
- Perform AP aging report
- Update supplier master
- Support for asset capitalization application
- Maintain fixed assets registers
- Update weekly cash flow forecast related to AP

**GL Accounts**

- Book bank deposit interest twice a year
- Check sales data monthly between 2 modules
- Check GRIR accounts monthly and report to procurement
- Support for affiliated company charge adjustment
- Book monthly payroll with applicable accounts reconciliation
- Perform monthly accounts reconciliation in Blackline
- Support monthly and yearly closing activities particularly prepaid expenses expense accruals and reserves

**Others**

- Manage and educate Junior accountant and temps and support their career development
- Support preparation for tax return
- Support an internal and external annual audit implementation and requirements
- Support existing process improvements and build new procedures in finance team
- Update and maintain Concur master data
- Ad hoc work

■Travel Requirements: Minimal

■Reports to: Finance Manger

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**Required Skills**

- Experience in monthly and yearly closing support
- Knowledge of JGAAP preferably USGAAP
- 5 8 years' experience in an accounting function in a multinational complex environment
- Excellent command of Microsoft Office Excel Word and Power Point.
- Intermediate level English skills
- Knowledge of SAP system
- Comfortable to work in an international environment

■Preferred Qualifications:

- Basic knowledge or practical experience in cost accounting is preferred.

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**Company Description**

ご紹介時にご案内いたします