



## Account Payable/ Accountant

【市ヶ谷・在宅週2】外資系インプラントメーカーでの募集です。 経理（非上場）の...

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

【市ヶ谷・在宅週2】外資系インプラントメーカー

#### Job ID

1590673

#### Industry

Medical Device

#### Company Type

International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

6 million yen ~ 8.5 million yen

#### Work Hours

09:00 ~ 17:15

#### Holidays

詳細は求人ご紹介時にご案内いたします。

#### Refreshed

April 30th, 2026 16:06

### 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 NJB2377189】

#### Principal Duties

50%: Day to Day accounts payable operation. Processing Invoices uploading payment files to bank portal liaison with customers and other stakeholders.

40%: General accounting reporting inter company transactions etc.

10%: Others (including projects)

Time allocation would be changed as projects go.

- Reconciles/ reviews financial accounts including but not limited to cash receivables and others.
  - Reconciles/ reviews financial accounts including but not limited to cash prepaid accrued liabilities etc.
  - Prepares monthly financial statements and reporting packages.
  - Assists Accounting manager with timely and accurate reporting and analysis.
  - Ensures compliance with all statutory rules and regulations.
  - Other duties and projects may be assigned.
  - This position requires to assist AR tasks.
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## Required Skills

### 【必須】

- 3 5 years of relevant accounting and finance experience.
- Bookkeeping level 2 or above
- Good communication skills in both Japanese and English and team work spirit.

### 【尚可】

- A series of knowledge and experience related to accounting taxation and accounts payable.
  - Communication in English for both verbally and in writing (especially in writing) .
  - Oracle/ SAP/ another ERP experiences is advantageous.
  - US/ Foreign company working experience is advantageous.
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## Company Description

ご紹介時にご案内いたします