



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

May 28th, 2026 19:00

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