



Understanding People

## Senior Accountant / シニア会計士

Remote, Flexible working hours

## Job Information

## Recruiter

Specialized Group

## Job ID

1595125

## Industry

Education

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

Negotiable, based on experience

## Refreshed

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## General Requirements

## Minimum Experience Level

Over 3 years

## Career Level

Mid Career

## Minimum English Level

Business Level

## Minimum Japanese Level

Business Level

## Minimum Education Level

Bachelor's Degree

## Visa Status

Permission to work in Japan required

## Job Description

## Senior Accountant シニア会計士 | Education &amp; Professional Development (Flexible Hours, Remote Work)

私たちのクライアントである、教育とプロフェッショナル・ディベロップメント分野で業界をリードする企業が、会計および財務機能を強化するためにシニア会計士を募集しています。このポジションでは、幅広い会計業務を担当し、プロセス改善のイニシアチブに貢献する機会があります。また、管理会計やリーダーシップポジションへのキャリア成長が期待できます。フレキシブルな勤務形態、社会保険完備、交通費支給、年間最大20万円の自己啓発サポートなどの福利厚生も魅力です。

## 業務内容：

- 月次・年次決算の管理
- 担当企業の会計業務全般

- 請求書処理および従業員経費精算
- 会計システムでの仕訳入力
- プロセス改善の機会の特定と実施

**応募資格：**

- 3年以上の実務経験
- 2年以上の会計実務経験
- 月次試算表の独立した閉鎖経験
- 簿記3級相当の資格または知識
- ネイティブレベルの日本語能力
- 経営企画の経験があれば尚可
- 英語能力があれば尚可
- QuickBooksやSAPなどの会計ソフト使用経験があれば尚可
- プロセス改善の経験があれば尚可
- 財務諸表作成の経験があれば尚可

Our client, a leading education and professional development company, is seeking an Accountant to Senior Accountant to strengthen their accounting and finance function. This role offers the opportunity to handle a broad range of accounting responsibilities and contribute to process improvement initiatives, with potential for career growth into management accounting or leadership roles. Enjoy benefits such as flexible work arrangements, full social insurance, a transportation allowance, and self-development support up to JPY 200,000 per year.

**Key Responsibilities:**

- Manage monthly and annual closing processes
- Handle accounting operations for assigned entities
- Process invoices and employee expense reimbursements
- Prepare and post journal entries in accounting system
- Identify and implement process improvement opportunities

**Qualifications:**

- 3+ years of professional work experience
- 2+ years of hands-on accounting experience
- Experience closing a monthly trial balance independently
- Bookkeeping Level 3 certification or equivalent knowledge
- Native-level Japanese
- Experience in corporate planning is preferred but not mandatory
- Some English capability is preferred but not mandatory
- Experience with accounting software like QuickBooks or SAP is preferred but not mandatory
- Experience in process improvement initiatives is preferred but not mandatory
- Experience in financial statement preparation is preferred but not mandatory

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**Company Description**