



Understanding People

Finance & Accounting Staff / 経理財務メンバー

Space industry growth company

Job Information

Recruiter

Specialized Group

Job ID

1595233

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 2nd, 2026 05:00

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

Finance and Accounting Staff 経理財務メンバー | Space Business (Hybrid, Language Courses)

私たちのクライアントである宇宙産業の企業が、中央東京オフィスで経理財務スタッフを募集しています。このポジションは、幅広い財務業務に携わりながら、内部チームや経営陣との協力を通じて、将来的により大きな責任を担う可能性があります。フレックスタイム、ハイブリッド勤務、語学サポート、充実した保険など多くのメリットが魅力です。

主な業務内容:

- 四半期および年次の財務開示資料の作成
- 日々の会計業務（仕訳入力、請求書処理など）
- 月次決算のサポート（勘定科目の照合、残高確認）
- 銀行取引の管理と支払いデータの作成

- 外部監査人との連携による財務監査の対応
- 内部統制システムの文書化と評価

応募資格:

- ビジネスレベルの日本語能力
- 1年以上の経理経験
- 日本の簿記検定2級の知識
- Google Workspaceや会計ソフトの使用経験
- 財務決算プロセスの経験
- 財務開示資料の作成経験
- 内部統制システムの経験
- 銀行取引および支払いデータ作成の経験
- 外部監査人との調整経験

Our client, a company in the space industry, is seeking a Finance and Accounting Staff member for their Central Tokyo office. This role offers the opportunity to engage in comprehensive financial operations and collaborate with internal teams and management, with potential for broader responsibilities in the future. Enjoy benefits such as a flexible work schedule, hybrid work options, language support, and comprehensive insurance coverage.

Key Responsibilities:

- Prepare quarterly and annual financial disclosure materials
- Perform daily accounting tasks like journal entries and invoicing
- Support monthly closing by reconciling accounts and verifying balances
- Manage bank transactions and prepare payment data
- Coordinate with external auditors for financial audits
- Document and evaluate internal control systems

Qualifications:

- Business-level Japanese proficiency
- 1+ year of accounting experience
- Knowledge of Japan's Bookkeeping Certification Level 2
- Experience with Google Workspace and accounting software
- Experience in financial closing processes
- Experience in preparing financial disclosure documents
- Experience in internal control systems
- Experience in bank transactions and payment data preparation
- Experience in coordinating with external auditors

Company Description