



Account Receivable / Accountant

外資系歯科医療機器メーカーでの募集です。 経理（非上場）のご経験のある方は歓迎...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系歯科医療機器メーカー

Job ID

1608683

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

August 20th, 2026 16:11

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 NJB2403773】

Job Summary

This position reports to the Japan Finance Manager overseen by Accounting Manager

Primarily focus is Accounts Receivable and also expected to cover general accounting area such as Monthly settlement of accounts Account Reconciliation for Cash and Account Receivables etc.

The position also required to communicate with various stakeholders including customers sales representatives IT support and APAC and global finance members.

Principal Duties

90%: Day to Day accounts receivable operation. Invoicing cash application liaison with customers and other stakeholders.

10%: 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.
- Keeps the customer account balance current.
- 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.

Reports to: Accounting Manager

Required Skills

Competency

- A series of knowledge and experience related to account receivables.
- Book keeping level 3 or above preferred
- Good communication skills in both Japanese and English and team work spirit.

Education/ Experience

- Bachelor degree (Accounting/ Finance/ Commerce/ Economics major preferred) .
- 3 5 years of relevant accounting and finance experience.
- 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.

Company Description

ご紹介時にご案内いたします