【成田空港・在宅可】バイリンガル経理スタッフ | 外資系航空サービス

Job Information

Recruiter
Advisory Group K.K.

Job ID
1624073

Industry
Railway, Airline, Other Transport

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
Majority Japanese

Job Type
Permanent Full-time

Location
Chiba Prefecture

Salary
4 million yen ~ 6 million yen

Salary Bonuses
Bonuses included in indicated salary.

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
Business Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

職務内容 / Job Responsibilities:

- **買掛金（AP）・グループ間取引（Intercompany）管理：** 請求書の照合、オンラインバンキングでの支払処理、仕入先およびグループ各社間の残高照合・精算業務
- **固定資産のライフサイクル管理：** 固定資産の登録、資産計上、減価償却、移管、実地棚卸、除却処理および総勘定元帳（GL）との照合

- **月次決算・税務サポートおよびバイリンガル対応：** 月次決算補助、財務レポート・明細の作成、税理士・会計事務所との消費税・法人税対応、ならびに海外グループ財務チームや銀行との日英コミュニケーション
- **Accounts Payable & Intercompany Management:** Verify vendor invoices, process payments via online banking, and reconcile supplier and intercompany balances across group entities.
- **Fixed Asset Lifecycle Management:** Manage asset registration, capitalization, depreciation, transfers, physical inventory verification, disposals, and reconciliation to the general ledger.
- **Month-End Close, Tax Support & Bilingual Coordination:** Assist with monthly closing, financial schedules/reports, and external tax advisor coordination (consumption/corporate tax), while communicating in English and Japanese with banks and group finance teams.

Required Skills

応募資格（必須条件）/ Main Requirements:

- **財務会計の実務経験（3年以上）：** 買掛金・売掛金（AP/AR）、総勘定元帳（GL）、勘定照合、固定資産管理、月次決算などの実務経験をお持ちの方
- **ビジネスレベルの英語力・日本語力：** 社内外のステークホルダー（銀行・海外グループ財務チーム等）と日英両言語で円滑に読み書き・会話ができる方
- **Excel・ERPシステムの操作スキル：** Excel（VLOOKUP / XLOOKUP、ピボットテーブル、基本関数）の実務スキルおよびSAP・Oracle等の会計システム操作経験をお持ちの方
- **3+ Years of Financial Accounting Experience:** Hands-on experience covering AP, AR, general ledger, account reconciliations, fixed assets, and month-end close.
- **Business-Level English & Japanese:** Strong written and spoken communication skills in both English and Japanese to liaise with internal teams, banks, and group finance stakeholders.
- **Proficiency in Excel & ERP Systems:** Practical skills in Microsoft Excel (VLOOKUP/XLOOKUP, PivotTables, basic formulas) and familiarity with ERP/accounting systems such as SAP, Oracle, or similar.

Company Description