



## 会計士 / Accountant

### 募集職種

#### 人材紹介会社

ハイテックジャパン株式会社

#### 求人ID

1287506

#### 業種

その他（金融）

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 700万円

#### 更新日

2026年04月09日 01:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

- Accounting and financial reporting
- Gathering payroll expenses
- Updating financial records via accounting software
- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements

### スキル・資格

- Experience in accounting
- Native Japanese, business English (especially for email)
- Comfortable with accounting software

- Book Keeping level 3 but level 2 is a plus
- Strong attention to detail and good analytical skills/
- Able to deal with several clients at the same time

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## 会社説明

<p>We are Staffing and Recruitment and specialised in IT.</p> <p>Our clients are global companies from different sectors, scales and backgrounds. We understand their requirements and we will try to understand you before introducing you potential position matching your skills, motivation and expectations.</p> <p>We are based in Akasaka Mitsuke and please stop by or drop us a line to understand how the market and opportunities are in current situation.</p> <p>Please find a few of our reviews on Google.</p>