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11月05日 04:00

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
ネイティブレベル

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

会社説明

We are Staffing and Recruitment and specialised in IT. 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 positiion matching your skills, motivation and expectations. 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. Please find a few of our reivews on Google.