



Accountant/経理担当

募集職種

採用企業名

トラベルアンドレジャージャパン株式会社

求人ID

1474741

部署名

Account

業種

ホテル

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

長野県

給与

350万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

更新日

2026年02月10日 07:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

- Purchase control, check receiving, and organize stock taking.
- Assisting AP for CWCN (reconcile invoices onsite and upload into system)
- Reconciling and recording all bank journal entries in the general ledger for CWCN
- Perform additional tasks as requested from time to time including administrative tasks.
- Support month-end GL recording.
- Expense reimbursement
- Posting of journals in a timely and accurate manner.
- Prepare and post monthly accrual and prepaid expense journals.
- Posting of intercompany journals and reconciling intercompany trade accounts.

- Preparation and posting of general journals and resolution of queries from stakeholders.
 - Completion of tasks assigned in month end accounting checklist.
 - Ensure all balance sheet accounts are reconciled monthly.
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スキル・資格

- Accounting degree / or qualification
 - Do not hesitate to support hotel operation.
 - Above average excel skills
 - Attention to detail and accuracy.
 - Team player with a desire to continuously improve processes.
 - Ability to provide outstanding customer service.
 - Possess good communication skills.
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会社説明