MT-4608- 有名インターナショナルスクールでの経理

募集職種

人材紹介会社
ALBERTO株式会社

求人ID
1478222

業種
教育・学校

会社の種類
外資系企業

外国人の割合
外国人 多数

雇用形態
契約

勤務地
東京都 23区

給与
600万円 ~ 900万円

休日・休暇
土日祝日

更新日
2026年11月15日 05:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 75%程度)

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 Assistant role

- Account receivable: process receipt of payment as a main task
- Administrative works related to account receivable
- Support with GL operations
- Expense process
- Manage fixed assets
- Manage lease accounting
- Other accounting assistance tasks as assigned by the Director of

- Finance and Accounting

General Affair role

- Company secretary and regulatory report support
- Public students' subsidies process
- PTA liaison
- Incident and travel insurance claim management
- Expense process
- Other general affair tasks as assigned by the Director of Finance and
- Accounting

スキル・資格

Skills and Attributes

- High level of integrity, discretion, and commitment to maintain
- professionalism and confidentiality in all aspects of the role and
- responsibility.
- Self-starter, proactive and taking initiative to efficiently complete the
- task at hand.
- Highly organized and detail-oriented.
- Attributes
- 3–5 years of experience in a similar administrative role.
- Must have some office/accounting work experience. Bookkeeping

level 2

- Advanced proficiency in word processing and spreadsheet software.
- Experience in managing payments and expenditures would be
- advantageous.
- Exceptional ability to manage office operations.
- Advanced ability to plan, schedule, and execute office-related
- events.
- In-depth knowledge of administrative recordkeeping practices.
- Experience in handling confidential and sensitive information.
- Fluent in Japanese, business level of English is required; speaking,
- listening, writing and reading.

会社説明