# MT-有名国際法律事務所でのシニアアカウンタント

## 募集職種

**人材紹介会社**
ALBERTO株式会社

**採用企業名**
有名国際法律事務所

**求人ID**
1485195

**業種**
法律事務所

**会社の種類**
中小企業 (従業員300名以下) - 外資系企業

**外国人の割合**
外国人 半数

**雇用形態**
正社員

**勤務地**
東京都 23区

**給与**
500万円 ~ 650万円

**勤務時間**
9時 ~ 17時半

**休日・休暇**
土日祝日、有給休暇、

**更新日**
2026年11月20日 05:00

## 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**
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

- Process vendor and tax payments and staff expense reimbursements.
- Review vendor invoices and expense reports for accuracy.
- Prepare cost recovery batches.

- Resolve Accounts Payable service requests.
- Report on Accounts Payable activity to firm management.
- Maintain and reconcile the petty cash account.
- Assist with the accurate and timely month end financial close.
- Train accounting staff on the Firm’s financial systems.
- Assist outside accounting firm with tax related process.
- Support the Firm’s internal and external audit functions.
- Deliver services in line with department metrics and key performance indicators.
- Other duties as requested by Finance Manager and/or firm senior management.
- Responsible for adhering to the firm’s General Safety Practices and any unique safety practices for the department.
- Assist other team members as a senior role, and collaborate cross-functionally with staff.
- Adhere to the firm’s General Safety Practices and any unique safety practices for the department.Billing, Collections, and Rates

## スキル・資格

- 5 years of accounting and finance experience.
- JCCI Bookkeeping 2nd Grade or equivalent, as a minimum qualification.
- Business level English.
- Proficiency in Microsoft Office Suite.
- Experience with Japanese tax filings is preferred.
- Experience in a law firm or other professional services firm is preferred.

## 会社説明