



MT-有名国際法律事務所でのシニアアカウント

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05月22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

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

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
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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.
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会社説明