



## MT-国際的な職場環境－ハイブリット勤務－英語必須－経理

### 募集職種

人材紹介会社  
ALBERTO株式会社

求人ID  
1517278

業種  
インターネット・Webサービス

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  
600万円 ~ 850万円

勤務時間  
9:30- 18:30

休日・休暇  
土日祝日

更新日  
2026年06月01日 03:00

### 応募必要条件

職務経歴  
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

- Liaising with external accountants in the production of local financial statements to maintain the highest quality, accuracy and reliability
- Support on full spectrum of accounting functions including AR, AP, bank reconciliation, banking activities, inter-company transactions, cash flow, invoicing, GL

- Financial data entry in local accounting system, extract and compile reports for regional use
- Responsible for quarter-end and year-end closing
- Active participation in external and internal audits
- Ensure compliance and quality control over financial transactions and financial reporting
- Work with external tax agent to manage and comply with required tax filings
- Support on monthly employee claims, liaising with HR and external payroll bureau
- Working closely with other departments to ensure smooth process flow
- Engage in continuous improvement of process to enhance overall effectiveness and efficiency of

operational accounting functions

- Support ad-hoc tasks as per business needs

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## スキル・資格

- Bachelor's degree in Accounting / Finance
- CPA or ACCA qualification preferred but not mandatory
- Minimum 5 years' experience in a general accounting role
- Strong knowledge on local Japan financial and tax regulations to ensure compliance,

knowledge/experience with both Japan and Korea will be advantageous

- Careful attention to detail to ensure accuracy and completeness of work
- Ability to work under pressure and meet tight deadline
- Highly motivated individual contributor
- Proficient use of ERP system, MS Office program including advanced Excel
- Ability to handle multiple tasks concurrently with ease and take ownership of assigned tasks or

projects

- Excellent interpersonal, verbal, and written communication skills

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## 会社説明