



## MT-国際的な職場環境ーハイブリット勤務ー英語必須ー経理

### 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04月06日 02:00

### 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

- 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

---

## 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

---

## 会社説明