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11月16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

- 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