



Accountant

外資メーカーでの募集です。財務のご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資メーカー

求人ID

1551512

業種

電気・電子・半導体

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 600万円

勤務時間

09:00 ~ 18:00

休日・休暇

【有給休暇】初年度 10日 6か月目から 【休日】完全週休二日制 祝日、慶弔休暇、夏季および冬季休暇相当の休暇

更新日

2025年12月26日 21:00

応募必要条件

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

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

【求人No NJB2292071】

■Key Responsibilities

Account Receivable Management:

- o Cash receipt application and discrepancies verification
- o AR overdue check and follow up action
- o Customer registration

- o Credit hold Release based on the request from operation team
- o Credit insurance update

Account Payable management:

- o Open PO check and follow up with PO buyers
- o Vendor invoices validate with PO and payment preparation
- o Employee expense report auditing and payment preparation
- o Supplier registration

Intercompany management:

- o IC balance reconciliation
- o IC payment preparation

Closing and reporting:

- o Weekly cashflow report
- o Month end closing process handling
- o Monthly expense accrual control
- o Year end reporting and tax filling support

Cash management

- o Bank statement entry and reconciliation
- o Petty cash entry and filling
- o Communication with bank as needed

General Administrative Support:

- o Document filing
- o Office supplies management
- o PC set up and other IT communication support

Ad Hoc Tasks:

- o Support accounting manager for the tasks as needed

■Reporting to:CFO in APAC

スキル・資格

■Required Skills Qualifications:

- ・ Certification in accounting finance or a related field is preferable.
 - ・ At least 3 years of experience in general accounting and monthly closing preferably in a managed services or subscription based business model.
 - ・ Strong knowledge with hands on experience of accounting software and ERP systems (Oracle is preferable) .
 - ・ Ability to manage multiple tasks simultaneously in a fast paced environment.
 - ・ Excellent communication skills and ability to work collaboratively with other teams.
 - ・ Attention to detail and strong organizational skills.
 - ・ Communication skills in Japanese is must and in English is a plus.
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会社説明

ご紹介時にご案内いたします