



## 【Accounting Associate】 @ Global Consulting Firm

### 募集職種

人材紹介会社

株式会社SPOTTED

求人ID

1555510

業種

その他（金融）

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

更新日

2025年09月30日 04:00

### 応募必要条件

職務経験

3年以上

キャリアレベル

新卒・未経験者レベル

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

#### Job Description

As part of the Advisory Department, you will support Japanese companies with international operations by delivering a broad range of accounting, tax, and consulting services. You will work alongside seasoned professionals, ensuring a high standard of client satisfaction, while gaining exposure to a dynamic international business environment.

#### Key Responsibilities

- Monthly accounting and bookkeeping, including outsourced accounting operations
- Payment processing and employee expense management
- Monthly financial closing and reporting to overseas headquarters
- Accounting advisory and consulting services

- Preparation of statutory and management reports
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## スキル・資格

### Required Qualifications

- Japan Bookkeeping Level 2 (日商簿記 2級) or equivalent
- Minimum 3 years of accounting experience (5+ years preferred)
- Experience handling consumption tax and withholding tax
- English proficiency for reading and writing; TOEIC 550+ or Eiken Grade 3 or higher preferred

### Technical Skills

- Proficient in Excel (e.g., XLOOKUP, SUMIF, IF functions)
- Basic Word skills

### Preferred Attributes

- Strong interpersonal skills and flexibility to manage ad hoc requests
  - High client-service mindset
  - Self-driven and enjoys solving challenges
  - Strong IT literacy
  - Commitment to long-term career growth
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## 会社説明