SPC Senior Accountant 〜 Manager

リモート週3/フレキシブル/外資系不動産での募集です。 税務のご経験のある方は...

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
リモート週3/フレキシブル/外資系不動産

求人ID
1555844

業種
不動産仲介・管理

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
600万円 ~ 800万円

勤務時間
09:00 〜 18:00

休日・休暇
【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 傷病休暇

更新日
2025年08月21日 14:33

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 NJB2321760】
We are seeking an experienced individual for full time hire into its Finance Department of Tokyo office as a Senior Accountant or Manager who will be responsible for cash managements and tax/financial reporting of the investment entities for our underlying investments. Day to day responsibilities include reconciling accounting across investments and maintaining cashflow projections across various investment entities throughout the our organization structure.

Role Responsibilities:

The Senior Accountant or Manager will be expected to have all round aspects of real estate accounting and will be assigned for tasks that are important components of financial accounting and taxes and these tasks should include the following:
・ Verification of vendor invoices for accounts payable.
・ Collecting the evidence supporting the journal entries for the property operations debt service transactions and administrative expenses.
・ Identify the documents related to the establishment and maintenance of the investment fund and understand the language affecting the operations financial and taxation aspects of the fund.
・ Making journal entries for accrued expenses including depreciations amortizations interests corporate taxes property taxes reserves waterfalls etc.
・ Work closely with outsourced accounting services providers in the preparation of financial statements in line with relevant regulatory and compliance standards （Japan GAAP IFRS）
・ Work closely with the Asset Management team to maintain internal reporting systems various monthly procedures
・ Preparing monthly and quarterly financial statements as well as annual year end financial statements as requested by lenders investors senior managements and other stakeholders.
・ Preparing and coordinating annual financial audits of the real estate companies.
・ Preparing and coordinating tax returns （consumption tax corporate tax local taxes） to be completed timely and filed accurately for real estate entities.
・ Analyzing cash flow projections and estimate the amounts and timing of the cash
distributions or capital calls by working closely with the asset managers.
・ Coordinating with the Treasury as they relate to the investment entities including ensuring proper control and utilization of cash coordinating activities with appropriate Treasury personnel as necessary in compliance with the policy procedures.
・ Preparing the various financial models to support analyzing the investment performance and tax efficiency of the investment.
・ Assist in preparing the annual budget and monitoring of the performance against the budget of the real estate entities.
・ Assist in producing implementing maintaining and controlling all financial policies procedures and control mechanism.
・ Develop and maintain the operating procedures including approval procedures.

【Report to】Sr. manager

スキル・資格

・ Excellent knowledge of Japan GAAP Taxations
・ Experience with investment related accounting
・ High level of integrity professionalism and ethical standards
・ Ability to multi task and prioritize work to meet deadlines and objectives
・ Numeracy and logical thinking
・ Well developed written and oral communication skills （Japanese English）
・ Proficient in MS Word Excel Outlook ERP systems
・ Well organized proactive and self directed individual
・ Minimum of five 5 years of experience in an accounting and finance role
・ Nissho Boki bookkeeping 2nd level
・ Preferable: CPA CPTA or Tax accountant subject exam passer

会社説明

ご紹介時にご案内いたします