



## Finance, HR, Admin & Project Accounting Manager

### 募集職種

#### 人材紹介会社

ハイテックジャパン株式会社

#### 求人ID

1555976

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

600万円 ~ 800万円

#### 更新日

2025年08月21日 20:30

### 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

#### 日本語レベル

流暢

#### 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

#### Finance & Project Accounting

- Manage day-to-day bookkeeping, accounts payable/receivable, invoicing, and expense tracking for Japan's programs and events.
- Prepare monthly, quarterly, and annual financial reports and budgets.
- Oversee project-based accounting for events, including cost tracking, vendor payments, and reconciliations.
- Support financial audits and ensure compliance with Japanese regulations.
- Coordinate with external accountants and tax advisors.

#### HR & Administration

- Oversee HR functions: payroll, benefits administration, onboarding/offboarding, and record-keeping.

- Support recruitment, employee engagement, and training initiatives.
  - Maintain employee files and ensure compliance with labor laws.
  - Manage office administration: supplies, facilities, vendor contracts, and general support.
  - Organize travel, accommodation, and logistics for staff, speakers, and VIPs during events.
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## スキル・資格

- Bachelor's degree in accounting, Finance, Business Administration, or relevant experience.
  - 3+ years of relevant experience in finance, HR, admin, or project accounting (event/tech/finance sector preferred).
  - Strong knowledge of Japanese accounting standards and HR practices.
  - Familiarity with Japanese labor law and event-related compliance.
  - Proficiency in accounting software.
  - Excellent organizational, multitasking, and communication skills.
  - Japanese language native capabilities & working level English capabilities.
  - Ability to work independently in a fast-paced, international environment.
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## 会社説明