



アカウンタント Accountant ※日常的に英語を活かします

募集職種

採用企業名

学校法人 西町インターナショナルスクール

求人ID

1562647

業種

教育・学校

雇用形態

正社員

勤務地

東京都 23区, 港区

給与

500万円 ~ 650万円

勤務時間

08:00-16:00

休日・休暇

土日休み（学校のイベントカレンダーによる）年間休日143日（2025年）

更新日

2025年10月24日 10:37

応募必要条件

職務経験

1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

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 Title: Accountant

Reports to: Director of Finance and Regulatory Affairs

Position to Begin: Immediate

Job Summary (Objectives/Scope) :

The AP/AR Accountant is responsible for managing all aspects of accounts payable and accounts receivable to ensure accurate and timely processing of transactions. This role supports the organization's financial integrity by maintaining proper records, reconciling accounts, and assisting with cash flow management.

Key Responsibilities:

- Maintain School Fees guidelines, issue and send invoices, record receipts, manage accounts, prepare U.S.

- Government statistical questionnaires, and respond to related inquiries (Accounts Receivable)
- Process and record domestic and overseas vendor invoices (Accounts Payable)
- Calculate withholding tax and prepare payments for temporary staff (Accounts Payable)
- Arrange and record employee reimbursements (Accounts Payable)
- Prepare monthly Accounts Receivable and Accounts Payable journals
- Communicate with teachers, staff, and parents regarding accounting-related matters
- Manage cash advances, including withdrawals and deposits at banks
- Maintain scholarship records
- Support cash flow management for major school events as needed
- Assist the Parent Association (Tomo-no-kai) with the annual Food Fair event
- Provide School Fees-related documents to external auditors as needed
- File monthly journals and maintain accurate accounting records
- Monitor and reconcile accounts to ensure accuracy and compliance with accounting policies
- Prepare required reports for the Tokyo Metropolitan Government
- Perform other duties as assigned at the Business Office by the Director of Finance and Regulatory Affairs
- Perform general school operational duties as required

Performance Expectations:

- Ensure accuracy and timeliness in processing all accounts payable and receivable transactions
- Maintain complete and organized financial records in compliance with accounting standards and school policies
- Demonstrate reliability and accountability in meeting deadlines and handling confidential information
- Provide responsive and professional communication to faculty, staff, parents, and external partners
- Contribute to a collaborative team environment while also working effectively with minimal supervision
- Show adaptability in managing unexpected or urgent tasks, while maintaining a high level of accuracy
- Support the School's mission by demonstrating professionalism, integrity, and commitment in daily work
- Salary and benefits are competitive and commensurate with experience

休日・休暇（今年度の場合）
 秋休み（10月13日から17日）
 年末年始（12月13日から1月2日）
 2月（Mid-winter break）9日10日
 春休み（3月23日から27日）
 GW5月4日5日
 夏休み（7月第2、第3週）

スキル・資格

Qualifications:

- Native-level proficiency in Japanese and advanced business-level proficiency in English
- Proven experience in accounts payable/receivable or general accounting
- Strong attention to detail and accuracy
- Proficiency in accounting software and Microsoft Excel
- Good communication and organizational skills
- Strong teamwork skills
- Ability to work independently and meet deadlines
- Flexibility to handle unexpected work requirements
- Strong commitment to working in a school environment
- Bachelor's degree required
- Nissho Bookkeeping Certification, Level 2 (required)

Interested candidates: Please send an English cover letter and both English and Japanese resumes.

Only selected candidates will be contacted.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to student protection. All applicants for positions at Nishimachi are asked to provide/verify appropriate "student protection" or "working with children" certification as part of their application.

Our school is committed to fostering an inclusive and diverse community. We welcome applicants of all backgrounds and do not discriminate based on race, ethnicity, gender, religion, sexual orientation, age, disability, or any other protected characteristic.

会社説明