



PR/087430 | Accounting Administrator (m / f / d)

#### 募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1585872

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2026年05月19日 07:00

#### 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

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

#### 募集要項

##### Company and Job Overview

A beverage packaging parts manufacturer that was established in Japan in 1941 and in Germany in 2014 is looking for an Accounting Administrator (m/f/d) to support the financial operations. The role covers day-to-day accounting, preparation of financial statements under German GAAP (HGB), and monthly reporting to the Japanese headquarters for group consolidation.

##### Job Responsibilities

Daily invoice payment operations

Coordinating with external accounting partners to finalize monthly financial statements and ensure accurate reporting

Manage accounts payable/receivable

Maintain general ledger and perform reconciliations

Prepare monthly reporting packages for the Japanese HQ and the Support group consolidated financial statement (IFRS or JGAAP)

Coordinate the accounting/financial topics with tax advisors and auditors

Assist with budgeting and business plan-making process

Other Accounting and Tax-Related Duties

**Job Requirements**

Basic Accounting and Tax Knowledge  
Minimum 3 years of accounting experience with proficiency in Excel formulas  
Knowledge of German GAAP (HGB)  
ERP experience (SAP, DATEV, or similar)  
German (fluent), English (fluent), Japanese (nice to have)  
Degree in Accounting, Finance, or Business Administration  
Experience working with international companies is a plus  
Experience reporting to headquarters overseas is a plus

**Benefits & Others**

Working hours: 40 hours / week (7:00-16:00)  
Holidays: 30 days / year

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明