



シニアアカウント

【800万以上/リモート・フルフレックス/外資素材メーカー】での募集です。経...

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

【800万以上/リモート・フルフレックス/外資素材メーカー】

求人ID

1588332

業種

化学・素材

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 ~ 900万円

勤務時間

09:00 ~ 17:30

休日・休暇

詳細は求人ご紹介時にご案内いたします。

更新日

2026年04月30日 22:00

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 NJB2368566】

■Position Summary:

Sr. Accountant will be responsible to support accounting taxation and financial control under the direction of the Accounting Manager.

This position will also be required to support Junior Accountant to facilitate their work.

■Tasks and responsibilities of the position:

Accounts Receivable

- Manage AR collection and cash/AR reconciliation
- Handle credit limit block for customers
- Perform daily bank reconciliations related to AR
- Perform AR aging report
- Update weekly cash flow forecast related to AR

Accounts Payable

- Book supplier invoices accurately and timely and process payments
- Review and book T E expenses by utilizing SAP and Concur
- Process tax payments (withholding tax residence tax health pension labor insurance)
- Perform monthly Intercompany payments
- Perform daily bank reconciliations including automatic and ad hoc payments
- Perform AP aging report
- Update supplier master
- Support for asset capitalization application
- Maintain fixed assets registers
- Update weekly cash flow forecast related to AP

GL Accounts

- Book bank deposit interest twice a year
- Check sales data monthly between 2 modules
- Check GRIR accounts monthly and report to procurement
- Support for affiliated company charge adjustment
- Book monthly payroll with applicable accounts reconciliation
- Perform monthly accounts reconciliation in Blackline
- Support monthly and yearly closing activities particularly prepaid expenses expense accruals and reserves

Others

- Manage and educate Junior accountant and temps and support their career development
- Support preparation for tax return
- Support an internal and external annual audit implementation and requirements
- Support existing process improvements and build new procedures in finance team
- Update and maintain Concur master data
- Ad hoc work

■Travel Requirements: Minimal

■Reports to: Finance Manger

スキル・資格

- Experience in monthly and yearly closing support
- Knowledge of JGAAP preferably USGAAP
- 5 8 years' experience in an accounting function in a multinational complex environment
- Excellent command of Microsoft Office Excel Word and Power Point.
- Intermediate level English skills
- Knowledge of SAP system
- Comfortable to work in an international environment

■Preferred Qualifications:

- Basic knowledge or practical experience in cost accounting is preferred.

会社説明

ご紹介時にご案内いたします