



総務・経理コーディネーター/General Affairs & Accounting Coordinator

Global role. Real ownership. Small team.

募集職種

人材紹介会社

フロムホーム合同会社

求人ID

1591355

部署名

Accounting

業種

その他 (流通・小売・物流)

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

500万円 ~ 650万円

勤務時間

Mon-Fri 9am-6pm

休日・休暇

15 days paid leave/year

更新日

2026年05月10日 11:16

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 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

A global company with operations spanning Asia Pacific is looking for an Accounting and Office Manager to manage

A global company with operations spanning Asia Pacific is looking for an accounting and office manager to manage accounting and general administration for its Japan office.

Reporting to the APAC regional finance team (based in Hong Kong), you'll handle the full accounting cycle for the Japan entity: AP/AR, payments, bank reconciliation, month-end and year-end close, and intercompany transactions. You'll also liaise with external auditors, tax representatives and company secretarial contacts, as well as provide light HR and office admin support on-site.

This is an individual contributor role with genuine ownership over Japan-side finance operations. You'll work largely independently day-to-day, with support and oversight from the regional team. ERP system experience is required (English-language system).

スキル・資格

- Full-set accounting (AP/AR, payments, bank reconciliation, intercompany)
- Month-end and year-end close
- Audit and tax filing coordination
- ERP system experience strongly preferred
- Familiarity with Japanese accounting practices
- Business-level Japanese and English (written and spoken)
- MS Excel proficiency

会社説明