



Account Receivable / Accountant

外資系歯科医療機器メーカーでの募集です。 経理（非上場）のご経験のある方は歓迎...

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

外資系歯科医療機器メーカー

求人ID

1608683

業種

医療機器

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 ~ 850万円

勤務時間

09:00 ~ 17:15

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09月17日 20:00

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 NJB2403773】

Job Summary

This position reports to the Japan Finance Manager overseen by Accounting Manager

Primarily focus is Accounts Receivable and also expected to cover general accounting area such as Monthly settlement of accounts Account Reconciliation for Cash and Account Receivables etc.

The position also required to communicate with various stakeholders including customers sales representatives IT support and APAC and global finance members.

Principal Duties

90%: Day to Day accounts receivable operation. Invoicing cash application liaison with customers and other stakeholders.

10%: General accounting reporting inter company transactions etc.

10%: Others (including projects)

Time allocation would be changed as projects go.

- Reconciles/ reviews financial accounts including but not limited to cash receivables and others.
- Keeps the customer account balance current.
- Prepares monthly financial statements and reporting packages.
- Assists Accounting manager with timely and accurate reporting and analysis.
- Ensures compliance with all statutory rules and regulations.
- Other duties and projects may be assigned.

Reports to: Accounting Manager

スキル・資格

Competency

- A series of knowledge and experience related to account receivables.
- Book keeping level 3 or above preferred
- Good communication skills in both Japanese and English and team work spirit.

Education/ Experience

- Bachelor degree (Accounting/ Finance/ Commerce/ Economics major preferred) .
- 3 5 years of relevant accounting and finance experience.
- Communication in English for both verbally and in writing (especially in writing) .
- Oracle/ SAP/ another ERP experiences is advantageous.

US/ Foreign company working experience is advantageous.

会社説明

ご紹介時にご案内いたします