Accounting Specialist | International Business Services Firm

(Haken → Permanent) Up to ¥10M Potential

募集職種

人材紹介会社
エンワールド・ジャパン株式会社

採用企業名
en world Japan

求人ID
1611157

業種
その他（コンサルティング・士業）

会社の種類
外資系企業

雇用形態
派遣

勤務地
東京都 23区

給与
500万円 ~ 1000万円

時給
¥2,000 - ¥2,600

更新日
2026年10月30日 14:00

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
ビジネス会話レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

About the Company

Our client is a well-established international business support organization that assists overseas companies with their operations in Japan.

The Tokyo office provides accounting, finance, payroll, HR, and administrative support to approximately 30 foreign-affiliated

companies, offering employees exposure to a diverse client portfolio across multiple industries. This is an excellent opportunity for accounting professionals seeking a highly international environment and long-term career growth.

Position Overview

As an Accounting Specialist, you will be responsible for supporting multiple client companies with accounting and finance operations. You will work closely with both domestic and overseas stakeholders while managing a broad range of accounting activities.

This position is initially offered through a dispatch (haken) contract, with a strong expectation of conversion to permanent employment for the successful candidate.

Why This Opportunity?

Clear Path to Permanent Employment

The organization intends to convert the successful candidate to a permanent employee after joining and is seeking someone interested in building a long-term career.

International Working Environment

Work closely with global clients and overseas stakeholders while utilizing English on a regular basis.

Broad Accounting Exposure

Gain experience across multiple client organizations rather than supporting a single company. Responsibilities include accounting, financial reporting, payments, tax coordination, payroll-related matters, and client support.

Collaborative Company Culture

Enjoy an open, team-oriented, and non-hierarchical work environment that values communication, cooperation, and work-life balance.

Career Advancement Opportunities

High-performing individuals may have opportunities to take on additional responsibilities, including supporting management-level functions in the future.

Key Responsibilities

- Monthly bookkeeping and accounting operations
- Preparation of financial reports and account reconciliations
- Cash flow management
- Balance Sheet (B/S) preparation
- Profit & Loss (P/L) reporting
- General ledger management
- Bank reconciliations
- Domestic and international payment processing
- Vendor invoice payments
- Payroll, bonus, and expense reimbursement payments
- Corporate tax and withholding tax payment coordination
- Liaison with external tax advisors and specialists
- Communication with client companies and overseas stakeholders
- Responding to accounting, finance, and administrative inquiries

スキル・資格

Required Qualifications

- Experience in accounting, finance, bookkeeping, AP/AR, or general accounting operations
- Business-level Japanese language skills
- Working proficiency in English
- Ability to communicate with both internal and external stakeholders

Preferred Qualifications

- Experience working in multinational or foreign-affiliated companies
- Knowledge of payroll and HR administration
- Experience supporting multiple entities or clients

会社説明