アカウンタント / Accountant

アメリカ本社 / 半導体電源装置にて国内外での高いシェア

募集職種

採用企業名
アドバンスドエナジージャパン株式会社

求人ID
1611563

業種
電気・電子・半導体

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, 千代田区

給与
550万円 ~ 800万円

勤務時間
09:00 ~ 17:30 (フレックスタイム制)

休日・休暇
完全週休2日制 (土日祝)

更新日
2026年10月31日 00:00

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
流暢レベル

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

≪Job Description & Position Highlights≫

【Job Responsibilities】
The Accountant II plays an important role in supporting the accounting, reporting, and compliance activities of the Japan entity. While routine transaction processing is performed by the Shared Services Centers (SSC) in China and the Philippines, this position is responsible for reviewing accounting activities, ensuring compliance with local regulations, and supporting

timely and accurate financial reporting.
The role requires working knowledge of Japanese accounting practices and close collaboration with SSC teams and local stakeholders. The Accountant II is also expected to identify process improvement opportunities and contribute to ongoing finance initiatives.

< Responsibilities >

1．Accounting and Financial Reporting:

- Review accounting entries prepared by SSC teams and ensure accuracy and completeness.
- Review monthly financial statements and supporting schedules.
- Perform account reconciliations and investigate unusual balances or transactions.
- Support month-end, quarter-end, and year-end closing activities.
- Ensure compliance with JP GAAP, US GAAP, and company accounting policies.
- Assist in preparing management reports and financial analyses as required.

2．Tax and Regulatory Compliance:

- Review transactions for appropriate Japan’s consumption tax treatment.
- Coordinate with SSC teams to resolve accounting and tax-related issues.
- Prepare supporting schedules and documentation required for tax filings.
- Support corporate income tax, consumption tax, fixed asset tax, and other statutory filings.
- Ensure compliance with e-Bunsho (Electronic Book Preservation Law) and the Qualified Invoice System.

3．Audit and Compliance:

- Prepare audit supporting documentation.
- Assist in monitoring compliance with company policies and internal controls.
- Maintain accounting records in accordance with regulatory requirements.

4．Process Improvement:

- Identify opportunities to improve accounting processes and reporting efficiency.
- Support automation and standardization initiatives using SAP, Excel, and Microsoft Copilot.
- Participate in finance system enhancement and continuous improvement projects.

5．Other Responsibilities:

- Collaborate with local stakeholders.
- Support ad hoc reporting and finance-related projects.
- Perform other accounting duties as assigned.

【Employment Type】
Permanent employee

【Working Hours】
Flexible working hours (09:00-17:30; alternative schedule available).

【Work Location】
Tokyo, Japan
*Workplace type: On-site

【Benefits & Welfare】

- Competitive compensation package.
- Excellent work-life balance.
- Flexible working hours (09:00-17:30; alternative schedule available).
- Exposure to multinational business environments.
- Opportunities to work closely with global finance teams.
- Professional development and English-language growth opportunities.
- Education scholarship program for eligible employees' children.
- Participate in Employee Stock Purchase Plan

スキル・資格

【Requirements】

- Month-end close experience
- Account reconciliation experience
- Practical knowledge of Japanese consumption tax regulations.
- Experience preparing supporting documentation for Japan tax filings.
- Knowledge of JP GAAP, experience with electronic bookkeeping compliance (e-Bunsho).
- Experience using SAP R3 or SAP S/4HANA.
- Strong Microsoft Excel skills including: XLOOKUP, IFS, SUMIFS, COUNTIFS, Pivot Tables, NPV, FV etc.
- English proficiency sufficient for business reading and email communication.

【Nice to have】

- Ability to use Microsoft Copilot and other productivity tools effectively.
- Familiar with English accounts

- Native-level Japanese.
- Accuracy and detail-orientated and result-driven.
- Bachelor's degree in Accounting, Finance, Business Administration, or related field. 4-7 years of accounting experience.
- Experience working with Shared Service Centers.
- Experience with BlackLine reconciliation portal and Concur expense reporting.
- Experience supporting audits.
- Business-level English communication skills (speaking and listening).
- Boki (Bookkeeping) Level 2 or equivalent accounting qualification.
- Knowledge of US GAAP.
- Experience working in a US multinational company environment preferred.

会社説明