



Accountant - Japan

募集職種

人材紹介会社

株式会社 JAC International

採用企業名

Global industrial solutions company

求人ID

1617166

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 800万円

更新日

2026年10月15日 15:16

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

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

< Role Description >

The Accountant is responsible for supporting daily accounting operations, financial reporting, accounts payable and receivable activities, payroll support, month-end close processes, tax compliance, and financial data maintenance. The role also assists with periodic financial reporting, audits, statutory compliance requirements, and various finance-related projects while ensuring compliance with company policies and applicable accounting standards.

This position reports directly to a regional finance leader.

< Responsibilities >

Cash Management & Accounts Receivable

Support accounts receivable aging reviews and collection follow-up activities.

Review and reconcile bank statements.

Prepare cash collection forecasts.

Maintain and update financial forecast data.

Prepare regular management reports.

Accounts Payable & Payment Processing
 Process and track Purchase Order (PO) approvals and monitor PO status.
 Process payment approvals in accordance with company policies.
 Process payroll-related payments.
 Assist with employee expense claim reviews and reimbursements.

General Ledger & Financial Close
 Prepare and review journal entries, including accruals, prepaid expense amortization, employee-related adjustments, and other recurring accounting transactions.
 Perform month-end closing activities.
 Perform balance sheet reconciliations.
 Assist with Profit & Loss and Balance Sheet reviews.
 Review and reconcile intercompany transactions.

Payroll & Employee-Related Accounting
 Support payroll calculations and payroll journal entries.
 Assist with bonus and incentive calculations.

Tax & Statutory Compliance
 Prepare withholding tax payments and supporting documentation.
 Support tax calculations and related filings.
 Support fixed asset depreciation calculations.
 Prepare schedules and supporting documentation for various tax filings and statutory requirements.
 Assist in the preparation of statutory financial statements.

Financial Planning & Analysis
 Prepare financial forecasts and budgets.
 Support annual budget preparation activities.
 Support operational cost reporting and analysis.

Stakeholder Management & Operational Support
 Respond to finance-related queries from internal stakeholders and external service providers.
 Participate in finance and operational meetings.
 Support monthly asset reconciliation activities.

Audit & Compliance
 Assist with audit requests and supporting documentation.
 Ensure compliance with company policies, accounting standards, and internal control requirements across finance processes.

Employee Benefits:
 Paternity Leave
 Bereavement Leave
 Sick Leave
 Marriage Leave

スキル・資格

What We're Looking For
 Bachelor's degree in accounting, Finance, or a related discipline.
 Minimum 3 years of accounting or finance experience.
 Knowledge of accounting principles and month-end closing processes.
 Experience with ERP systems (SAP, Oracle, Microsoft Dynamics, or similar) is an advantage.
 Proficiency in Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, basic formulas).
 Good written and verbal communication skills.

会社説明

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国（また2011年には香港・韓国にも拠点を新設予定）でグローバル人材紹介会社として事業を拡大してきたジェイ・エイ・シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ・エイ・シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさらに的確にお答えするために、ジェイ・エイ・シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介します。

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We provide specialized proactive recruitment support to multinational clients who are setting up new operations or are expanding existing business and seeking further growth in the Japanese market. As the first Japanese recruitment company to set up operations in the UK in 1975, understanding foreign cultures is second nature to us. With our extensive

global network and historically leading position as recruitment consultancy to Japanese corporations, we have access to an unrivaled pool of bilingual Japanese and foreign professionals. Our professional consultants are experts in a range of industries and functions and all have extensive multicultural experience. Based on JAC's unique history, culture and market strength, JAC International was founded to provide dedicated support to our multinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment Co., Ltd.