

Staff Accountant

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
Global Consumer-focused Services and Technology Company

求人ID
1623641

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月18日 17:16

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

Overview

A global consumer-focused services and technology company is seeking a Staff Accountant to join its finance team in Tokyo. Reporting directly to the Finance Director, this position will support day-to-day accounting operations, payment processing, month-end close activities, audit requirements, and financial reporting. The role offers broad exposure across accounting operations and close collaboration with business stakeholders.

Key Responsibilities
Accounting & Financial Operations
Prepare and post journal entries while supporting monthly, quarterly, and annual closing activities.
Manage payment processing, including invoice review, supporting documentation checks, and stakeholder communication.
Review and process employee expense reimbursements.
Monitor cash receipts, disbursements, and petty cash balances.
Maintain accounting records and perform document management, filing, and scanning activities.
Reporting & Compliance

Support internal and external audit processes.
Assist with communications and document preparation for external accounting and tax advisors.
Communicate with vendors regarding invoicing and payment-related matters.
Support financial reporting, data analysis, and management reporting requirements.
Systems & Process Improvement
Assist with accounting system upgrades and implementation projects.
Contribute to process improvements that enhance the efficiency and effectiveness of finance operations.

Work Environment
Tokyo office-based position reporting directly to the Finance Director.
Fast-paced, collaborative office environment with close interaction across multiple business functions.

Employee Benefits:
Benefits & Employee Welfare
Comprehensive social insurance coverage, including health insurance, pension, employment insurance, and workers' compensation.
Annual paid leave and additional company-designated special leave.
Commuting allowance in accordance with company policy.
Defined contribution pension plan and company-sponsored insurance programmes.
Employee discount programmes and access to company services.
Regular company events, celebrations, and team-building activities.
Employee wellness initiatives, including mental health support and access to wellbeing resources.
Professional development support through training opportunities and skill-development programmes.
Stable international working environment with opportunities for long-term career growth and internal mobility.

スキル・資格

Experience & Qualifications
3-5 years of accounting experience within a corporate environment.
Accounting qualification equivalent to Bookkeeping Level 2 (or similar accounting knowledge and experience).
Experience supporting audit processes is preferred.
Experience within an international or multinational company environment is advantageous.

Technical Skills
Intermediate to advanced proficiency in Microsoft Excel and Google Sheets.
Solid understanding of accounting principles, journal entries, account reconciliations, and month-end close processes.

Personal Attributes
Strong team player with excellent communication skills.
Proactive and self-motivated approach to work.
High attention to detail and ability to manage multiple priorities simultaneously.
Strong organizational, problem-solving, and time-management capabilities.

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いたします。

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