Accounting Manager

募集職種

人材紹介会社
Advisory Group株式会社

採用企業名
An award-winning integrated marketing agency based in central To

求人ID
1623930

業種
広告・PR

雇用形態
契約

勤務地
東京都 23区, 港区

最寄駅
日比谷線駅

給与
800万円 ~ 1200万円

更新日
2026年11月24日 10:22

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
ネイティブレベル

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

This position is the first member of the Finance team for a Real Estate Asset Management company.

They have been in Japan now for almost three years, and they already have four projects underdevelopment.

They buy to hold revenue-generating assets which also increase in value over time, attracting a lot of interest from investors in Japan.

Responsibilities

- **Daily Accounting & Bookkeeping:** Record daily transactions, maintain the general ledger, manage Accounts Payable (AP) and Accounts Receivable (AR), and reconcile bank accounts, company cards, petty cash, and

intercompany balances. Collect and verify invoices and receipts, track customer collections, and prepare schedules for monthly and year-end closings.

- **Payments, Banking & Cash Administration:** Prepare payment requests and bank transfers, maintain a rolling payment schedule and daily bank balance record, and flag cash shortfalls or unusual transactions.
- **Tax, Statutory & Corporate Secretariat Support:** Prepare accounting records and schedules for external tax accountants, track statutory deadlines, and arrange approved tax payments.

Working Conditions

- **Work Arrangement:** Hybrid work style (up to 2 days WFH per week; minimum 3 days in central Tokyo office).
- **Hours:** 9:00 AM – 6:00 PM, Monday to Friday.
- **Salary:** ¥8,000,000 – ¥12,000,000 annually.

スキル・資格

- **Experience:** 3+ years of relevant experience in finance administration, office administration, or a broad back-office support role.
- **Language Proficiency:** Native-level Japanese fluency paired with fluent English communication skills (written and spoken).
- **Education:** Bachelor’s degree or equivalent qualification.
- **Technical Skills:** Proficiency in Microsoft Office (strong Excel skills including VLOOKUPs and Pivot Tables), Google Workspace, and experience using accounting software.
- **Personal Attributes:** Strong attention to detail, excellent numeracy, strong organizational and time-management skills, and experience working effectively in a multicultural environment.

会社説明