

Job Detail

Staff Level

Position Title	[Full-time/English] Accounting and bookkeeping job at a rent guarantee company in Tokyo
Recruiter Company	Gowell Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-01 / 2024-05-01
Job Type	Finance/Accounting - Accounting Finance/Accounting - Accounting/Finance
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p><Recruiting future core members> You will be in charge of accounting and finance for our clients or our own company. Specific job content After joining the company, you will be in charge of accounting and finance for our company or our client companies depending on your experience. This will not be an outsourced accounting and accounting position, but a position that is related to the core of the company. Those who have been active as accounting and accounting professionals in the past will be able to take on responsible work at an early stage.</p> <p>In addition, in the future, you will be able to take on accounting and finance work not only for client companies but also within our company.</p> <ul style="list-style-type: none"> ◆Sales and accounting data entry work ◆Collecting various accounting data ◆Accounts receivable and payable processing ◆Invoices ◆Settlement ◆Budget management <p><<There are also opportunities to be involved in the following tasks depending on your experience and skills>></p> <ul style="list-style-type: none"> ◆Accounting processing (overseas corporations) ◆Internal control rules (domestic subsidiaries) ◆Preparation for setting new accounting standards ◆Establishment of account item regulations, etc.
Company Info	<p>Team/Organizational Structure</p> <p>Our company is characterized by the fact that employees can take ample time off, as we want them to value not only their work but also their private lives. The president himself actively enjoys his private life, participating in triathlons three times a year, and many of our employees are also able to enrich their own time.</p>
Working Hours	9:00-18:00 (8 hours work/1 hour break)
Qualifications	<p>[Application requirements] Junior college graduate or above *Bookkeeping level 2 required ◇Persons with practical experience in accounting departments regardless of industry or accounting firm</p> <p>[Welcome skills] ◇A person who can communicate with those around them while working, rather than working alone ◇A person who can work in cooperation with management ◇A person who wants to improve their career and skills while participating in the growth of the company</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)

Salary	JPY - Japanese Yen JPY 3000K - JPY 5500K
Salary Description	<p>Monthly salary: 250,000 yen to 450,000 yen *Determined based on skills and experience *If overtime occurs, full overtime allowance will be paid separately Average overtime hours: 10 hours Bonus Twice a year (1-4 months) Salary increase Twice a year (February and August) *Overtime is rarely done except during busy periods. Even during busy periods, it is about 20 hours.</p> <p>Expected annual salary upon joining the company Annual salary 3 million yen and up [Employee benefits] Social insurance provided, transportation expenses paid, overtime allowance, maternity leave system, childcare leave system, Overtime pay paid separately (in 1 minute increments, overtime must be approved by application) Corporate sports club membership <Sweets corner and smoothies permanently available in the company> Popular with employees! You can eat coffee and sweets for free when you want to take a short break</p>
Holiday Description	<p>2 days off per week (Saturday, Sunday, and public holidays) Paid holidays Over 120 days off per year Year-end and New Year holidays Celebration and condolence holidays</p>
Job Contract Period	full-time employee
Nearest Station	<p>⇒ 3-minute walk from Kayabacho Station on the Tokyo Metro Hibiya Line and Tozai Line ⇒ 4-minute walk from Hatchobori Station on the JR Keiyo Line and Tokyo Metro Hibiya Line ⇒ 5-minute walk from Nihonbashi Station on the Tokyo Metro Ginza Line, Tozai Line and Toei Asakusa Line</p>