

## Job Detail

Entries Level

Position Title	Accountant at Big Tech Company
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-13 / 2024-05-13
Job Type	Finance/Accounting - Accounting
Industry	IT - Other
Location	Asia Japan Tokyo
Job Description	<p>Step up your career in a thriving environment and leverage your skills and experience in accounting as an accountant at a big IT company everyone knows about! You will be in charge of all general accounting tasks, such as cash handling, fixed asset allocation, accounts payable, and T&amp;E expenses.</p> <p>Description</p> <ul style="list-style-type: none"> <li>* Support month-end closings</li> <li>* Help in gathering information and conducting research for month-end variance (flux) analyses</li> <li>* Handle payment queries, processing expenditure reports, and receiving AP invoices.</li> <li>* Complete the accounts payable cycle, which entails three-way matching, sending bills for approval, coding and entering invoices, and handling payment processing.</li> <li>* Ensure that the supporting documentation, approvals, and account/department coding for submitted invoices and check requests are correct.</li> <li>* As allocated, assist with or take charge of additional responsibilities and ad hoc tasks. As requested, take part in larger departmental projects and activities.</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>* Business level of Japanese and English</li> <li>* Experience in accounting (account payable experience is a plus)</li> <li>* Good time management and team player</li> <li>* Able to work independently with initiatives</li> <li>* Good skills in excel</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* Competitive salary</li> <li>* Hybrid work and great work-life balance</li> <li>* Health and wellness program for employees</li> <li>* A full range of benefits, including as childcare leave, infertility treatment, pregnancy and postnatal leave, and family-building advantages, for working families.</li> <li>* Flexible vacations and holidays</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Yaya Vichitranon at +81 3 6832 8668.</p>
Company Info	For more than 20 years, our client's journey began with the aim of simplifying access to information and fostering collaboration across boundaries. Though this vision remains central, it has grown into a broader mission: to facilitate global collaboration and redefine how the world operates collectively. Presently, they serve 80,000 businesses. As the landscape of work undergoes constant change, they remain committed to driving innovation worldwide and consistently exceeding our customers' expectations
English Level	Business Conversation Level (TOEIC 735-860)

Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	Depends on experience
Salary Description	Bonus

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