

Job Detail

Staff Level

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| Position Title | [Finance and Accounting] Partially remote × flex × global accounting firm / Annual salary 4.73 million yen to 5.91 million yen / @Tokyo |
| Recruiter Company | Job Impulse Japan K.K |
| Company Name | Company name is private |
| Activated / Updated | 2024-05-31 / 2024-05-31 |
| Job Type | Finance/Accounting - Accounting Finance/Accounting - Accounting/Finance Finance/Accounting - Other |
| Industry | Consulting - Other |
| Location | Asia Japan Tokyo |
| Job Description | <p>You will be responsible for the following tasks for our company and five subsidiaries</p> <p>(1) Job content: Bookkeeping, cashiering, invoice issuing, tax return preparation (corporate tax, local tax, consumption tax, depreciable asset tax), legal report preparation, receivables management, payables management, accounting procedures, cash flow, petty cash management, fixed asset management</p> <p>(2) Systems used: Accounting department cloud, Credit department cloud, Bakraku, Yayoi accounting, Tatsujin series</p> <p>- Depending on your wishes and abilities, you may also be involved in the accounting department (holding concurrent positions in other departments within the company)</p> <p>■ Members of the Finance/Accounting Department</p> <p>- 5 people (1 male, 4 females) (Name)</p> <p>■ Company Features</p> <ul style="list-style-type: none"> • A flat atmosphere from employees to the president • There are multiple tax accountants on staff, so if you have any questions about books or tax returns, you can ask them directly <p>◇ Experience and knowledge you can gain</p> <ul style="list-style-type: none"> • You can experience most of the accounting work of a general business company • You can be involved in tax return preparation work, which you cannot experience in other accounting work • You can acquire a wide range of knowledge about taxation • You can manage many companies, including group companies (experience in consolidated accounting itself is not required) <p>*Many clients are foreign-affiliated companies, so you can use your English</p> |
| Company Info | <p>Since its establishment in 2005, the company has mainly provided accounting and tax services with a focus on real estate, investment, finance, and foreign-affiliated companies.</p> <p>Rather than simply providing pinpoint services such as accounting and taxes, the company approaches orders from the same perspective as its clients, taking into account a variety of perspectives such as law, time, customs, management, and cost.</p> <p>The company's attitude of accompanying its clients and the quality of its service have earned it the trust of its clients, and the business has grown steadily through referrals alone, with no sales activities whatsoever.</p> |
| Working Hours | <p>◇ Working hours: 9:15-18:15 as a rule, but left to the discretion of the employee.</p> <p>(8 hours of actual work per day, 5 days per week)</p> <ul style="list-style-type: none"> • Flexible time: 5:00-10:00, 15:00-22:00 • Core time: 10:00-15:00 |

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| | <ul style="list-style-type: none"> • Break time: 60 minutes between 10:00-14:00 Negotiable (remote/working from home 1 day per week) |
| Qualifications | [Required] <ul style="list-style-type: none"> • Experience in accounting including closing procedures • University graduate or above ■Preferred conditions <ul style="list-style-type: none"> • People who like accounting • People who are comfortable communicating in order to work in a team • People who want to try preparing tax returns for a general business company • People who can actively participate in new systems and business improvements, and are interested in IT |
| English Level | Daily Conversation Level (TOEIC 475-730) |
| Japanese Level | Native Level |
| Chinese Level | None |
| Salary | JPY - Japanese Yen JPY 4500K - JPY 6000K |
| Salary Description | Monthly salary: 280,000 yen to 350,000 yen ◇Expected annual salary: 4,730,000 yen to 5,910,000 yen *Basic salary x 15 months + overtime pay (if 20 hours per month) ◇Overtime allowance: Paid separately ◇Salary increase: Once a year (October every year) ◇Promotion: At any time ◇Bonus: Twice a year (June, December) *1.5 months of basic salary (3 months per year) ◇Commuting allowance: Full payment of commuter pass for 6 months, with a maximum of 50,000 yen per month |
| Holiday Description | Two days off per week (Saturdays, Sundays, and national holidays) Annual paid vacation: 3 days upon joining the company, 7 days after 3 months of employment. After that, 7 days are granted for each year after joining the company Annual vacation days: 120 days Year-end and New Year holidays, special leave, paid vacation, exam leave |
| Job Contract Period | Full-time employee Trial period: 3 months (work conditions: no change) |
| Nearest Station | Toranomon, Minato Ward, Tokyo |