



## *Accounting*

### **Job description**

- Settlement processing (including monthly numerical analysis and disclosure of the Companies Act and the Commercial Code)
- Financial schedule management (monthly and annual)
- Correspond with auditors
- Maintain and operate business processes
- Cost accounting

### **Requirements**

- Experience in auditing or taxation
- Japanese (Native level)

### **Preferred experience/skills**

- Experience in any of the following is preferred :
  1. At least 3 years of accounting experience
  2. Bookkeeping Certification (Level 2)
- English (Business communication level)

### **Desired candidate profile**

- Has one's own thoughts, and is assertive yet polite when sharing one's opinions
- Ability to propose and execute optimal solutions to problems for the entire company
- Ability to follow corporate manners such as giving greetings, preparing reports, promptly communicating, and engaging in consultations
- Always thinks about the knowledge and skills that are needed for work, and has the will to learn to acquire them

## **Core values**

- A sense of engagement and responsibility towards Spiber's projects
- The ability to take an active role in contributing to the team's mission
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

## **Location**

- Tsuruoka, Japan

## **Benefits**

- Various types of insurance (employment insurance, workers' accident compensation insurance, health insurance, employee pension)
- Optional defined contribution pension plan
- Mental health support (consultation with external clinical psychologists)
- Employee stock ownership plan
- Flexible work options to suit various types of work (shortened working hours and remote work are available)
- Childcare center enrollment in the nursery is available for all employees with children from age 6 months to 5 years  
\*Possibility of enrollment will need to be confirmed in advance, as admission depends on the number of vacancies available
- In-house social gatherings
- Business trip allowance

## **Pre-employment**

### **Support system for those who move from overseas to Tsuruoka, Japan**

- Information on moving to Tsuruoka and a Q&A session before the final selection process
- Support for entry (visa application, transportation upon arrival in Tsuruoka, etc.)

- Support for daily life in Tsuruoka (employee accompaniment as needed to find housing, set up living infrastructure, complete procedures at various locations, other accompaniments as necessary, etc.)
- Spiber is able to pay for the initial housing costs upfront, and the employee can repay the amount at a later date
- Transportation from country of residence to Tsuruoka

## **Post-employment**

### **Support system for a smooth in-house communication**

- Free in-house language classes
- Language mentor system (for non-business support as well)
- In-house language support team for language-related consultation and support (such as interpretation at meetings and interviews as needed)
- Support for daily life (housing-related troubleshooting, vaccinations, accompaniment to hospital visits in case of illness, etc.)

## **How to apply**

- Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Finance & Administration" on the form and mention that you are applying for the role of accounting in the "Comments" box.