



会計士 / Accountant

Job Information

Recruiter

[Hi-Tech Japan K.K.](#)

Job ID

1287506

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

April 9th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Accounting and financial reporting
- Gathering payroll expenses
- Updating financial records via accounting software
- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements

Required Skills

- Experience in accounting
- Native Japanese, business English (especially for email)
- Comfortable with accounting software

- Book Keeping level 3 but level 2 is a plus
 - Strong attention to detail and good analytical skills/
 - Able to deal with several clients at the same time
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Company Description

<p>We are Staffing and Recruitment and specialised in IT.</p> <p>Our clients are global companies from different sectors, scales and backgrounds. We understand their requirements and we will try to understand you before introducing you potential position matching your skills, motivation and expectations.</p> <p>We are based in Akasaka Mitsuke and please stop by or drop us a line to understand how the market and opportunities are in current situation.</p> <p>Please find a few of our reviews on Google.</p>