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
November 19th, 2026 05:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Native Level

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

Company Description

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