



## 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**

January 29th, 2026 03:00

### 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

---

## 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>