



## Accounting Specialist Role @ Leading Outsourcing Company

**Multinational BPO - Hybrid workstyle**

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1462849

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

May 16th, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

The Tricor Group is a leading provider of business, corporate and investor services throughout Asia. The group was founded in 2000 as a spin-off with its roots in the big 4 firms of Deloitte, E&Y, and PWC, and has grown rapidly to more than 2,700 staff servicing over 30,000 client entities through 47 offices in 21 countries. Tricor K.K. (Tricor Japan), the Japan arm of Tricor Group, is the leading provider to multi-national companies of comprehensive business and corporate services including entity establishment, accounting, payroll/benefits, banking and administration, and tax and corporate secretarial services.

### Responsibilities

- Management of deposits, withdrawals, receivables, payables and other journal entries
- Communication with clients and deliver monthly, quarterly and annual closing of accounts
- Creation of reports, and maintenance of data using Excel
- Communication with external auditing agencies and auditors
- Other ad-hoc tasks relating to accounting

### Requirements

- 2+ years of experience in accounting (Less experience will also be considered as an associate)
- Native Japanese with business level English
- Strong communication skills (both written and oral)
- Experience in an international environment
- Computer literate (Specific focus on Microsoft office products)
- Highly organized and able to manage a project from start to finish
- Ability to work effectively with colleagues and partners from diverse backgrounds and cultures
- Able to maintain high level of accuracy and attention to detail in all aspects of work and good time management skills
- Ability to work independently and communicate effectively with key project stakeholders including senior management, employees, business partners, etc.

**Desired qualifications**

- 2nd grade or above in the Official Business Skills Test in Bookkeeping (日商簿記2級)

For more information and a confidential discussion, please contact Mika at [mika.takeda@alberto-recruitment.com](mailto:mika.takeda@alberto-recruitment.com)

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**Company Description**