



Junior Accountant

Creative industry!

Job Information

Recruiter

ALBERTO K.K.

Job ID

1516588

Industry

Other

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

May 27th, 2025 01:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

Responsibilities include:

- Posting journal entries
- Updating financial statements
- Maintaining accounts receivable and accounts payable
- Paying monthly payroll
- Preparing financial reports

Required Skills

- 2-3 years of working experience in accounting
- Ability to work under pressure and meeting tight deadlines
- Good interpersonal skills, multi-task and ability to follow-up
- Must be fluent in spoken and written English
- Must have native level spoken and written proficiency in Japanese
- Candidate must have a valid working permit in Japan

If you have any questions or would like further information, please feel free to contact our representative, Ms. Tania Shevchuk, at 080-7433-7884 or via email at tania@accounting-intel.com.

Company Description