

Accounting Intelligence

Accountant & Tax Assistant (Fluent/Biz level English speaker)  Exclusive job

Multilingual accounting office in Tokyo

Job Information

Hiring Company

[Minato International Accounting Office](#)

Job ID

1543333

Industry

Audit, Tax Accounting

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Sobu Line Local (Mitaka-Ichikawa-Chiba), Ochanomizu Station

Salary

5 million yen ~ 6 million yen

Salary Commission

Commission paid on top of indicated salary.

Work Hours

9am~5:30pm (Break:60min) Flextime: 2hours from start and finish

Holidays

[120 days of annual holidays] Saturdays,Sundays,Holidays etc.

Refreshed

June 9th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

主に関東で起業されている外国人のお客様（法人・個人の両方）と外資系の日本子会社に、主に会計と税務のサービスを提供している会計事務所です。通常の税務と会計のほか、国際税務の知識と業務を通じた国際的な仕事の感覚が自然に身につきます。

Accounting Intelligence (Minato International Accounting Office) is a multilingual accounting office that provides accounting and tax services. Our clients are mainly English-speaking corporate clients.

Established in 2003 and growing steadily ever since, there are currently 20 employees with a variety of nationalities and backgrounds.

Our main services are

- 1) bookkeeping and financial reporting.
- 2) Japanese corporate income and consumption tax filing.
- 3) payroll services.

Because most of our clients are English speaking corporations operating in Japan, it is essential to provide Japanese tax and accounting services with English communication. Once learned, the knowledge and experience you will gain at Accounting Intelligence will be a portable strength valued by many companies doing business in Japan.

Estimated Salary for the first year: JPY5,000,000 (base salary of 3,360,000 plus commission approximately 50K a month on average.) It will be increased materially in the following years when one can work more efficiently and have clients.

Required Skills

【Responsibilities】

- Bookkeeping – making accounting entries from client data and providing monthly financial reports for small and medium sized business entities.
- Preparation of Japanese corporate tax and consumption tax returns.
- Payroll calculations and preparation of employee pay slips
- Ensure clients meet statutory filing and tax payment deadlines

【Skills And Experience】

- Preference will be given to candidates with an accounting or bookkeeping qualification/certification, accounting/tax education, or work experience.
- Excellent organizational, time management skills, and ability to meet deadlines.
- Strong attention to detail
- Strong MS Excel skills (including VLookup and pivot tables)
- Hands-on experience with accounting software a plus

【Language Ability】

- English: Fluent level (Required)
- Japanese: Business level (JLPT level 2, etc.) Ability to read Japanese is essential (Accounting software is entirely in Japanese)

Company Description