

THE HOME OF STARTUP RECRUITMENT 都内テクノロジー・スタートアップ企業の求人多数

[Accounting Associate] @ Global Consulting Firm

Job Information

Recruiter

SPOTTED K.K.

Job ID

1555510

Industry

Other (Banking and Financial Services)

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

November 11th, 2025 13:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Description

As part of the Advisory Department, you will support Japanese companies with international operations by delivering a broad range of accounting, tax, and consulting services. You will work alongside seasoned professionals, ensuring a high standard of client satisfaction, while gaining exposure to a dynamic international business environment.

Key Responsibilities

- · Monthly accounting and bookkeeping, including outsourced accounting operations
- Payment processing and employee expense management
- Monthly financial closing and reporting to overseas headquarters
- · Accounting advisory and consulting services

Required Skills

Required Qualifications

- Japan Bookkeeping Level 2 (日商簿記 2級) or equivalent
- Minimum 3 years of accounting experience (5+ years preferred)
- Experience handling consumption tax and withholding tax
- English proficiency for reading and writing; TOEIC 550+ or Eiken Grade 3 or higher preferred

Technical Skills

- Proficient in Excel (e.g., XLOOKUP, SUMIF, IF functions)
- · Basic Word skills

Preferred Attributes

- Strong interpersonal skills and flexibility to manage ad hoc requests
- High client-service mindset
- Self-driven and enjoys solving challenges
- Strong IT literacy
- · Commitment to long-term career growth

Company Description