



## 【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**

September 30th, 2025 04:00

### 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

- Preparation of statutory and management reports
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## 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
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## Company Description