



Finance, HR, Admin & Project Accounting Manager

Job Information

Recruiter[Hi-Tech Japan K.K.](#)**Job ID**

1555976

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

August 21st, 2025 20:30

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Finance & Project Accounting

- Manage day-to-day bookkeeping, accounts payable/receivable, invoicing, and expense tracking for Japan's programs and events.
- Prepare monthly, quarterly, and annual financial reports and budgets.
- Oversee project-based accounting for events, including cost tracking, vendor payments, and reconciliations.
- Support financial audits and ensure compliance with Japanese regulations.
- Coordinate with external accountants and tax advisors.

HR & Administration

- Oversee HR functions: payroll, benefits administration, onboarding/offboarding, and record-keeping.

- Support recruitment, employee engagement, and training initiatives.
 - Maintain employee files and ensure compliance with labor laws.
 - Manage office administration: supplies, facilities, vendor contracts, and general support.
 - Organize travel, accommodation, and logistics for staff, speakers, and VIPs during events.
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Required Skills

- Bachelor's degree in accounting, Finance, Business Administration, or relevant experience.
 - 3+ years of relevant experience in finance, HR, admin, or project accounting (event/tech/finance sector preferred).
 - Strong knowledge of Japanese accounting standards and HR practices.
 - Familiarity with Japanese labor law and event-related compliance.
 - Proficiency in accounting software.
 - Excellent organizational, multitasking, and communication skills.
 - Japanese language native capabilities & working level English capabilities.
 - Ability to work independently in a fast-paced, international environment.
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Company Description