



【Controllers Manager】 @ Global Joint Venture

Job Information

Recruiter

SPOTTED K.K.

Job ID

1556153

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 10 million yen

Refreshed

February 9th, 2026 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

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

Key Responsibilities

- Lead monthly, quarterly, and annual closing processes in collaboration with outsource vendors using OBIC7 and Excel
- Manage MCDR and TMKs from an accounting perspective
- Handle Accounts Payable (AP) and Accounts Receivable (AR) processes, including invoice verification, payment instructions, and GL coding (50–60% of recurring tasks)
- Review financial statements prepared by outsource vendors (monthly/quarterly) and provide guidance on accounting treatment (JGAAP/USGAAP)

- Support budgeting (quarterly/annual) and perform variance analysis (monthly)
- Prepare lender reporting, including DSCR tests and waterfall analysis (monthly/quarterly/annually)
- Approve employee expense reimbursements via TOKIUM
- Conduct accounting analysis for new or ad-hoc transactions
- Review tax filing documents

Required Skills

Experience:

- 5–6+ years of accounting or financial audit experience
- Nissho Boki 3rd grade certification required

Skills:

- Native-level Japanese
- Business-level English (TOEIC 750+ or equivalent)
- Intermediate to advanced Excel proficiency
- Proactive, self-starter, team-oriented, and sociable
- Detail-oriented with the ability to multitask and handle irregular requests
- Quick learner, capable of flexible decision-making

Preferred Qualifications

- Knowledge of fixed asset accounting
- 2–3 years of SPC accounting experience
- Experience in Big 4 accounting firms or equivalent
- JCPA or Japanese Tax Accountant qualification

Company Description