

【英語を活かす】上級会計士/ Senior Accountant

翻訳会社にて、上級会計士の求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

翻訳会社

Job ID

1559516

Industry

Interpretation, Translation

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Refreshed

September 25th, 2025 09:16

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international translation services company is looking for a Senior Accountant. The selected candidate will manage financial reporting, general ledger, payroll, tax compliance, and support global process improvements. This is a hybrid setup role.

A leading global provider of translation services for a variety of industries. The company has over a thousand employees across multiple offices worldwide and they are committed to their organisational goal of revolutionising the localisation industry.

Keywords:

会計, 会計士, 財務報告, 月次決算, 年次決算, 税務コンプライアンス, 給与計算, 予算編成, 求人, 外資系

Job Ref: U080YM

Responsibilities:

- Perform monthly and annual accounting closing with detailed analysis for control and tracking
- Liaise with external accounting firms on statutory bookings, tax filings, and payroll calculations
- Manage accounts receivable and payable, including invoicing, collections, approvals, and payments via ERP/Pay Portal/Bank Transfer
- Handle employee reimbursement validation, review, and processing

- Validate payroll calculations from third parties and ensure accurate salary distribution
- Collaborate with global teams on intercompany transactions and accounting challenges
- Handle local tax tasks, including compliance and filing support
- Support budgeting, forecasting, and financial planning processes
- Maintain relationships with auditors, tax authorities, and stakeholders

Requirements:

- Bachelor's degree or above in Finance or Accounting
- More than 5 years of relevant experience in a global organisation in a similar role
- Experience with global ERP systems (Workday a plus)
- Proven knowledge of US GAAP, local GAAP, and local tax regulations
- Proficient in MS Office Suite
- Professional level Japanese; proficient in written and verbal English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 25 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.