



Staff Accountant

Job Information

Recruiter

[Scouta K.K.](#)

Job ID

1561698

Industry

Hotel

Job Type

Permanent Full-time

Location

Osaka Prefecture

Salary

4 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

December 24th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

A leading international luxury company is seeking a detail-oriented and motivated accounting professional to join their Finance team in Osaka. The role includes managing accounts payable and receivable, preparing financial statements and reports, budgeting and forecasting, cash management, and financial analysis.

Key responsibilities include:

- Handling daily accounting operations, including AP/AR and general ledger entries
- Reconciling bank statements, credit card transactions, and vendor accounts
- Supporting monthly financial statements and management reports
- Ensuring accurate coding and timely processing of invoices and expenses

- Assisting with internal and external audits
- Maintaining compliance with company policies and applicable laws
- Preparing journal entries and supporting month-end and year-end closing
- Analyzing financial data to identify discrepancies or trends
- Supporting budgeting and forecasting with relevant data and insights

This is a great opportunity for an accounting professional who enjoys both hands-on management and contributing to strategic financial operations within a high-end, global organization.

Required Skills

- Bachelor's degree in Accounting, Finance, or related field
 - 1–3 years of relevant accounting experience, preferably in the hospitality industry
 - Proficiency in Microsoft Excel and accounting software (e.g., Oracle, Opera, or equivalent)
 - Strong attention to detail and accuracy
 - Excellent communication and interpersonal skills
 - Ability to handle confidential information with integrity
 - Japanese native speaker with business-level English
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Company Description