



## 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**

January 21st, 2026 01:00

### 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.

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### 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