Accounting Opportunity at Leading AI Firm

Job Information

Recruiter
Next Move K.K.

Hiring Company
Leading AI Firm

Job ID
1562181

Industry
Other (IT, Internet, Gaming)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 15th, 2026 07:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

About the company

A leading AI company dedicated to developing and delivering advanced AI-powered solutions, including a corporate generative AI platform leveraging LLMs for enhanced communication, an AI tool for generating meeting minutes, an agent to support advertising operations, and more - all designed to improve business efficiency and productivity.

This is an exciting opportunity to support the rapid growth of a leading business in the AI industry from an accounting/finance perspective, with the chance to use the latest cloud accounting systems and AI tools.

Responsibilities

- **Daily accounting tasks** such as journal entries, accounts receivable and payable, processing payments, issuing invoices etc
- **Monthly financial closing** tasks such as preparation of management accounting materials, collection of SaaS

metrics, closing journal entries etc
- **Financial reporting support** including preparing financial statements and preparing materials for board meetings
- **Tax returns, audit support, business improvement proposals etc.**

Required Skills

Requirements

- Minimum 3 years of hands-on accounting experience
- Skilled in monthly and annual closing
- Experience in using accounting systems
- Nissho Bookkeeping Level 2 or equivalent
- Individuals who can balance speed in a fast-growing, changing environment with accuracy, attention to detail, and strong analytical skills

Desired skill

- Experience working in an accounting role within an IT company, SaaS company, or a similar environment

Company Description