



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

December 12th, 2025 14:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

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.**
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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
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Company Description