



## Accounting Staff

### Job Information

**Recruiter**

JAC International Co., Ltd.

**Job ID**

1565764

**Industry**

Insurance

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

9 million yen ~ 12 million yen

**Refreshed**

December 12th, 2025 10:01

### 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

- Ensure accurate and timely completion of IFRS, statutory closing, and reporting tasks globally, including annual reports, regulatory reporting, and tax filing.
- Periodically complete assigned postings, journal entries, and account reconciliations; reconcile and settle intercompany transactions within the affiliated company group.
- Coordinate, transfer, and reconcile data from front-end system interfaces.
- Manage monthly legal entity close submission activities, including posting accruals, deferred acquisition expenses, and other accounting transactions.
- Document the application of policies, procedures, and workflows for assigned responsibilities.
- Archive records to comply with audit and statutory requirements.

- Draft standards to enhance quality and contribute to improving and implementing global operation cycles, processes, and workflows.
  - Support the implementation of global policies and procedures.
  - Manage relationships with third parties, including auditors, business units, tax authorities, and public authorities.
  - Maintain effective communication to manage the offshore team responsible for transactional accounting.
  - Undertake project work as assigned.
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## Required Skills

- Accounting expertise and special Industry Knowledge:
  - Possess comprehensive knowledge of local GAAP, IAS/IFRS, regulatory, tax, and other relevant requirements.
  - Exhibit the ability to identify and initiate appropriate actions to resolve issues that may be abstract or ambiguous and ensure thorough follow-through on their remediation.
  - Possess advanced Excel and PowerPoint skills to analyze data effectively and convey messages in a compelling manner.
  - English language skill: Intermediate level.
  - Japanese language skill: Business level.
  - Proficiency in AI skills: A basic understanding of artificial intelligence (AI) and its potential applications in business is essential.
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