

Michael Page

www.michaelpage.co.jp

Accountant

Accounting Specialist

Job Information

Recruiter[Michael Page](#)**Job ID**

1572447

Industry

Software

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

2.5 million yen

Refreshed

January 14th, 2026 15:41

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The role is a temporary Finance/Accounting Specialist position at Qlik Japan, focused on reviewing monthly and quarterly closing, AP, payroll, tax, and compliance tasks with minimal data entry. It offers a hybrid work model (Tokyo office + remote), and collaboration with global teams.

Client Details

Global software company specialising in data analytics and business intelligence solutions. Operates across multiple regions, including Japan, Korea, Hong Kong, and Australia, and is known for leveraging digital systems to ensure efficient, compliant financial and accounting operations.

Core business revolves around providing data integration and analytics platforms that help organizations make data-driven decisions. The company emphasizes innovation, global collaboration, and compliance, making it an attractive employer for professionals seeking exposure to international teams and advanced technology environments.

Description

- **Accounts Payable (AP) and Vendor Management**

- Manage AP processes and ensure timely vendor registration and compliance.

- **Fixed Asset and Payroll Review**

- Oversee fixed asset records and review payroll-related data for accuracy.

- **Closing Activities**

- Support monthly and quarterly closing processes, ensuring precision and adherence to deadlines.

- **Bank and Reconciliation Tasks**

- Perform account reconciliations and manage banking-related activities using tools like Blackline.

- **Tax Compliance**

- Assist with tax-related tasks and ensure compliance with Japanese regulations.

- **Cross-Regional Collaboration**

- Communicate and coordinate with teams in Japan, Sydney, and the U.S. for global finance operations.

Job Offer

- No overtime, and a 9:00-17:00 schedule.
- Hybrid work model (2 days office, 3 days remote) with global team collaboration.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Koki Fujishiro +81366276110.

Required Skills

- **Strong Technical Expertise**

- Proven experience in finance and accounting operations, including AP, payroll, tax, and closing processes.
- Hands-on experience with NetSuite or Oracle ERP systems.
- Solid understanding of Japanese tax regulations and compliance.

- **Global Communication Skills**

- Proficiency in English for effective collaboration with teams in Japan, Sydney, and the U.S.
- Ability to work in a multicultural environment and manage cross-border processes.

- **Attention to Detail and Review Capability**

- Exceptional accuracy in reviewing financial data and ensuring compliance.
- Strong organizational skills to handle multiple tasks with precision

Company Description

Accounting Specialist will focus on reviewing and ensuring accuracy in financial operations, including monthly and quarterly closing, accounts payable, vendor management, payroll review, tax compliance, and fixed asset control. This position requires strong attention to detail, proficiency in English for global collaboration, and experience with ERP systems such as NetSuite or Oracle, all within a hybrid work environment.