



【Corporate Accounting Specialist】 Global Manufacturer

Job Information

Recruiter

SPOTTED K.K.

Job ID

1580741

Industry

Machinery

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 6 million yen

Refreshed

May 30th, 2026 19:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

A global industrial engineering group with operations across more than 100 countries is

seeking an **Corporate Accounting Specialist** to join its Japan entity.

The organization is a market leader in specialized fluid technology and industrial solutions, supporting critical sectors including life sciences, manufacturing, energy, and advanced technologies.

This role supports the Local Finance Manager and Regional Financial Controller and is

responsible for ensuring financial accuracy, compliance, and operational efficiency across the

Japan business.

The position offers exposure to multinational reporting standards and

collaboration with regional stakeholders.

Key Responsibilities

Financial Operations & Control

- Prepare journal entries and maintain accounting records within ERP systems
- Manage accounts payable, accounts receivable, and other balance sheet accounts
- Oversee staff expense processing and cash disbursements
- Ensure timely bank payments to vendors and intercompany entities
- Maintain fixed asset register, lease accounting, and depreciation schedules
- Perform balance sheet reconciliations and intercompany transaction reconciliations
- Manage credit limits and monitor customer accounts

Reporting & Closing

- Support monthly, quarterly, and annual local and group closings
- Prepare financial documentation in compliance with corporate policies and Japanese regulations
- Assist with budgeting and cash flow forecasting
- Issue and reconcile intercompany invoices
- Maintain full sets of accounts within ERP

Compliance & Governance

- Ensure adherence to financial policies, tax regulations, and statutory requirements
- Support internal and external audit processes
- Assist with tax filing preparation
- Strengthen internal controls and continuously improve financial processes

Administrative & Cross-Functional Support

- Support year-end processes and related adjustments
- Assist with employee benefit administration and related financial processes
- Handle additional finance and administrative tasks as required

Required Skills

Requirements

- Minimum 5 years of accounting experience
- Japanese Commercial Bookkeeping Level 2 or above

- Native-level Japanese and business-level English
- Strong technical accounting knowledge and experience with month-end processes
- ERP experience (Microsoft Dynamics AX or similar preferred)
- Intermediate to advanced Excel skills
- High attention to detail with strong deadline management skills
- Ability to work independently while collaborating within a multinational structure

Preferred

- Experience in a multinational company
- Experience supporting budgeting, forecasting, and overhead analysis
- Familiarity with internal control improvement initiatives
- Ability to operate in a fast-paced environment

Company Description