



## Senior Accountant & Finance Manager

**Work closely with CEO, growing company**

### Job Information

**Recruiter**

[PEAK Recruitment Japan K.K.](#)

**Hiring Company**

A global beauty/ cosmetics company growing fast in Japan

**Job ID**

1586296

**Industry**

Retail

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5.5 million yen ~ 7.5 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

April 10th, 2026 14:47

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

**■ Role Purpose**

Reporting directly to the CEO, this role covers a broad scope of accounting, finance, and inventory management responsibilities. The position goes beyond standard bookkeeping, the successful candidate will be involved in operational processes including POS-based inventory management, and will work closely with the CEO to support data-driven business decisions.

**■ Key Responsibilities****[ Accounting & Finance ]**

- Prepare daily operational completion reports
- Manage store cash (register funds) and process daily deposits
- Handle all general accounting tasks including expense processing, journal entries, and monthly reporting
- Manage daily, monthly, and annual closing processes and financial reporting
- Prepare budgets, manage cash flow, and analyze P&L and balance sheets
- Coordinate with external tax accountants (tax filing, payroll, year-end adjustments)
- Propose and implement improvements to accounting systems and workflows
- Provide financial analysis, insights, and reports to management and the CEO

**[ Inventory Management ]**

- Manage and monitor inventory balances across all locations
- Handle inventory supply and replenishment coordination
- Verify, reconcile, and report on inventory data
- Ensure accuracy of POS and inventory data on an ongoing basis

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**Required Skills**

- 3+ years of hands-on accounting or finance experience
- Experience with POS systems and inventory management
- Proactive approach to system and workflow improvement
- Business-level Japanese; conversational English
- Strong numerical and analytical mindset
- Able to work directly with the CEO in a fast-moving, international environment
- Self-starter who takes initiative on process improvement

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**Company Description**