



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

June 19th, 2026 01:00

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

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

Company Description