



## 総務・経理コーディネーター/General Affairs & Accounting Coordinator

**Global role. Real ownership. Small team.**

### Job Information

#### Recruiter

Fromhome GK

#### Job ID

1591355

#### Division

Accounting

#### Industry

Other (Distribution, Retail, Logistics)

#### Company Type

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

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Chuo-ku

#### Salary

5 million yen ~ 6.5 million yen

#### Work Hours

Mon-Fri 9am-6pm

#### Holidays

15 days paid leave/year

#### Refreshed

May 10th, 2026 11:16

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Technical/Vocational College

#### Visa Status

Permission to work in Japan required

### Job Description

A global company with operations spanning Asia Pacific is looking for an Accounting and Office Manager to manage

A global company with operations spanning Asia Pacific is looking for an accounting and office manager to manage accounting and general administration for its Japan office.

Reporting to the APAC regional finance team (based in Hong Kong), you'll handle the full accounting cycle for the Japan entity: AP/AR, payments, bank reconciliation, month-end and year-end close, and intercompany transactions. You'll also liaise with external auditors, tax representatives and company secretarial contacts, as well as provide light HR and office admin support on-site.

This is an individual contributor role with genuine ownership over Japan-side finance operations. You'll work largely independently day-to-day, with support and oversight from the regional team. ERP system experience is required (English-language system).

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### Required Skills

- Full-set accounting (AP/AR, payments, bank reconciliation, intercompany)
- Month-end and year-end close
- Audit and tax filing coordination
- ERP system experience strongly preferred
- Familiarity with Japanese accounting practices
- Business-level Japanese and English (written and spoken)
- MS Excel proficiency

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### Company Description