



Accounting & Office Manager

Global role. Real ownership. Small team.

Job Information

Recruiter

[Fromhome GK](#)

Job ID

1592636

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 18th, 2026 07:09

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).

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

Company Description