



Understanding People

Accounting Assistant | Tokyo-Based 会計アシスタント・インバウンド観光・東京拠点

Inbound tourism industry

Job Information

Recruiter

Specialized Group

Job ID

1594833

Industry

Tourism

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Accounting Assistant | Inbound Tourism | Tokyo-Based 会計アシスタント・インバウンド観光・東京拠点

Our client, a Japan-based startup in the tourism industry, is seeking an Accounting Assistant to join their international team in Tokyo. This role offers the opportunity to support a global team in transforming Japanese culture into immersive experiences for international visitors.

Key Responsibilities:

- Maintain accurate financial records for tourism operations
- Prepare financial statements using accounting software
- Handle bookkeeping duties for international tourism business
- Assist with financial analysis for tourism projects
- Ensure compliance with financial regulations in tourism industry

- Support financial operations for inbound tourism initiatives

Qualifications:

- Strong knowledge of accounting, finance, and bookkeeping principles
- Proficiency in accounting software for generating financial statements
- Bachelor's degree in Accounting, Finance, or related field (preferred)
- Proficiency in Japanese
- Experience in the tourism or service industry is preferred but not mandatory

日本を拠点とする観光業界のスタートアップ企業が、東京の国際チームで活躍する会計アシスタントを募集しています。このポジションは、外国人観光客に日本文化を紹介する事業を財務面から支える重要な役割です。

業務内容 :

- 財務記録の正確な管理とサポート業務
- 会計ソフトを使用した財務諸表の作成
- 国際業務における簿記処理
- プロジェクトの財務分析補助
- 業界規制への準拠確認
- 観光イニシアチブの財務サポート

応募資格 :

- 会計、財務、簿記の基本的知識
- 会計ソフトを使用した実務経験
- 会計、財務、関連分野の学位 (尚可)
- 高い日本語コミュニケーション能力
- 観光・サービス業界での経験 (歓迎)

Company Description