



Understanding People

## Accounting Assistant / 会計アシスタント

**Kyoto-based startup**

### Job Information

**Recruiter**

Specialized Group

**Job ID**

1595120

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Kyoto Prefecture

**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 会計アシスタント | Tourism 観光業 | Kyoto-Based, High Flexibility

Our client, a Japan-based startup specializing in experience-driven tourism, is seeking an Accounting Assistant for their Kyoto office. This role offers the opportunity to support financial operations in a company that transforms Japanese culture into immersive experiences for international visitors. Enjoy high flexibility in a dynamic environment with a focus on sustainable tourism.

**Key Responsibilities:**

- Support financial reporting and record maintenance
- Review and process financial transactions
- Assist in bookkeeping tasks
- Use accounting software to manage expenses

- Ensure accuracy in financial records
- Support overall financial operations

**Qualifications:**

- Proficiency in Accounting, Bookkeeping, and managing Financial Statements
- Experience using Accounting Software and tools
- Bachelor's degree in Accounting, Finance, or a related field is preferred
- Ability to work on-site in Kyoto and meet deadlines reliably
- Familiarity with Japanese business practices is preferred but not mandatory

弊社クライアントは、体験型観光に特化した日本のスタートアップ企業です。ただ今、京都オフィスで活躍いただける会計アシスタントを募集しています。国際的な来訪者に向けて日本文化を没入型体験へと変えるこの企業で、持続可能な観光に焦点を当てたダイナミックな環境の中で、フレックスタイム制度を活用した働き方を楽しんでください。

**業務内容**

- 財務報告と記録の管理を支援
- 財務取引のレビューと処理
- 簿記業務の補助
- 会計ソフトによる経費管理
- 財務記録の正確性確保

**応募資格**

- 会計、簿記、財務諸表の管理に精通
- 会計ソフトやツールの使用経験必須
- 会計、財務、または関連分野の学士号が望ましい
- 京都での勤務が可能で、期限厳守できる方
- 日本のビジネス慣習に精通していると尚良し

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**Company Description**