



Understanding People

## Accounting Specialist / 会計スペシャリスト

Annual Bonus, Flextime, Remote work

## Job Information

## Recruiter

Specialized Group

## Job ID

1597319

## Industry

Retail

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

Negotiable, based on experience

## Refreshed

June 17th, 2026 10:43

## 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 Specialist 会計スペシャリスト | (Bonus, Remote Support, Pension)

Our client, a leading global FMCG brand, is seeking an Accounting Specialist to join their dynamic team in Japan. This role offers the opportunity to support a wide range of business activities, contributing to process improvement and business transformation while gaining exposure to both operational and strategic finance topics. Enjoy benefits such as a flextime system, annual bonuses, remote work support, and comprehensive insurance coverage.

## Key Responsibilities:

- Perform monthly and annual closing under US GAAP and J GAAP
- Manage fixed asset accounting and register
- Oversee payment operations and accounts payable
- Handle revenue accounting and accounts receivable
- Support tax filing and external audits

- Strengthen relationships with financial institutions and headquarters
- Improve accounting processes for new business models
- Report financial data to US headquarters

**Qualifications:**

- 2+ years accounting experience in operating company or accounting firm
- Experience with ERP systems like SAP or Oracle
- Accounting knowledge equivalent to Bookkeeping Grade 2
- English proficiency for reading, writing emails, and document preparation
- Strong Excel, PowerPoint, and data handling skills
- Experience with US GAAP and J GAAP
- 5+ years accounting experience in multinational or audit firm is preferred but not mandatory
- Knowledge of tax return preparation, including corporate tax is preferred but not mandatory

**主な業務内容:**

- 月次・年次決算業務（US GAAPおよび日本基準に基づく）
- 固定資産会計および台帳の管理
- 支払い業務と買掛金管理の監督
- 売上会計および売掛金の処理
- 税務申告および外部監査のサポート
- 金融機関や本社との関係強化
- 新しいビジネスモデルに対応した会計プロセスの改善
- 本社への財務データの報告

**応募資格:**

- 企業または会計事務所での2年以上の会計経験
- SAPやOracleなどのERPシステムの利用経験
- 簿記2級程度の会計知識
- メールの読み書きや文書作成に必要な英語力
- Excel、PowerPoint、データ処理の強いスキル
- US GAAPおよび日本基準の実務経験
- 多国籍企業または監査法人での5年以上の会計経験があれば尚可
- 法人税を含む税務申告の知識があれば尚可

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**Company Description**