

Accounting Intelligence

Bilingual Accountant & Tax Accountant | Work with Intl Clients  Exclusive job

Bookkeeping required | Flextime Available

Job Information

Hiring Company

Minato International Accounting Office

Job ID

1605476

Industry

Audit, Tax Accounting

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Sobu Line Local (Mitaka-Ichikawa-Chiba), Ochanomizu Station

Salary

5 million yen ~ 6 million yen

Salary Commission

Commission paid on top of indicated salary.

Work Hours

9am~5:30pm (Break:60min) Flextime: 2hours from start and finish

Holidays

Over 120 days of annual holidays Saturdays,Sundays,Holidays etc.

Refreshed

August 10th, 2026 00:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

主に関東で起業されている外国人のお客様（法人・個人の両方）と外資系の日本子会社に、主に会計と税務のサービスを提

供している会計事務所です。通常の税務と会計のほか、国際税務の知識と業務を通じた国際的な仕事の感覚が自然に身につきます。その他、相続税や事業承継案件、DDなどの業務も経験可能です。

Accounting Intelligence (Minato International Accounting Office) is a multilingual accounting office that provides accounting and tax services. Our clients are mainly English-speaking corporate clients who are subsidiaries of multi-national corporation group or local english speaking business owners.

Established in 2003 and growing steadily ever since, there are currently about 30 employees with a variety of nationalities and backgrounds.

Our main services are:

- 1) bookkeeping and financial reporting.
- 2) Japanese corporate income and consumption tax filing.
- 3) payroll services.

Because most of our clients are English speaking corporations operating in Japan, it is essential to provide Japanese tax and accounting services with English communication. Once learned, the knowledge and experience you will gain at Accounting Intelligence will be a portable strength valued by many companies doing business in Japan.

You can acquire portable, in-demand skills that will enable you to work in accounting and tax roles at international companies, and you can also aim for a career as a manager.

Compensation

Monthly salary: JPY 320,000 plus commission (10–20% of individual sales)

* Bonus based on performance bi-annually

* Salary raise once a year

Estimated Salary for the first year: JPY5,000,000 (base salary of 3,840,000 a year plus commission approximately 50K a month on average.) It will be increased materially in the following years when one can work more efficiently and have more clients.

Working Hours

9:00 a.m. – 5:30 p.m.

Holidays & Leave

- Saturdays, Sundays, and Japanese national holidays
- Year-end and New Year holidays
- Maternity and childcare leave
- Family care leave
- Comprehensive social insurance (Health Insurance, Employees' Pension, Employment Insurance, and Workers' Compensation Insurance)

Benefits

- Commuting Allowance
- Health Insurance
- Long-Term Care Insurance
- Employee Pension Insurance
- Unemployment Insurance
- Workers' Compensation Insurance
- Regular Training on Tax Accounting
- Defined Contribution Pension Plan (Planned for Implementation)

Required Skills

【 Responsibilities 】

- Bookkeeping – preparing accounting entries based on client data and providing monthly financial reports for small and medium-sized businesses.
- Prepare Japanese corporate income tax and consumption tax returns.
- Process payroll and prepare employee payslips.
- Ensure clients meet statutory filing and tax payment deadlines.

【 Essential Skills and Experience 】

- Japanese Bookkeeping Certification (Grade 2) is required.
- English: Fluent (required)
- Japanese: Business level (JLPT N2 or equivalent). Ability to read Japanese is essential, as the accounting software is entirely in Japanese.

【 Preferred Skills and Experience 】

- Experience using accounting software is preferred.

Company Description

