



Accounting Specialist | International Business Services Firm

(Haken → Permanent) Up to ¥10M Potential

Job Information

Recruiter

en world Japan K.K

Hiring Company

en world Japan

Job ID

1611157

Industry

Other (Consulting and Professional Services)

Company Type

International Company

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 10 million yen

Hourly Rate

¥2,000 - ¥2,600

Refreshed

September 18th, 2026 06:00

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

High-School

Visa Status

Permission to work in Japan required

Job Description

About the Company

Our client is a well-established international business support organization that assists overseas companies with their operations in Japan.

The Tokyo office provides accounting, finance, payroll, HR, and administrative support to approximately 30 foreign-affiliated

companies, offering employees exposure to a diverse client portfolio across multiple industries. This is an excellent opportunity for accounting professionals seeking a highly international environment and long-term career growth.

Position Overview

As an Accounting Specialist, you will be responsible for supporting multiple client companies with accounting and finance operations. You will work closely with both domestic and overseas stakeholders while managing a broad range of accounting activities.

This position is initially offered through a dispatch (haken) contract, with a strong expectation of conversion to permanent employment for the successful candidate.

Why This Opportunity?

Clear Path to Permanent Employment

The organization intends to convert the successful candidate to a permanent employee after joining and is seeking someone interested in building a long-term career.

International Working Environment

Work closely with global clients and overseas stakeholders while utilizing English on a regular basis.

Broad Accounting Exposure

Gain experience across multiple client organizations rather than supporting a single company. Responsibilities include accounting, financial reporting, payments, tax coordination, payroll-related matters, and client support.

Collaborative Company Culture

Enjoy an open, team-oriented, and non-hierarchical work environment that values communication, cooperation, and work-life balance.

Career Advancement Opportunities

High-performing individuals may have opportunities to take on additional responsibilities, including supporting management-level functions in the future.

Key Responsibilities

- Monthly bookkeeping and accounting operations
- Preparation of financial reports and account reconciliations
- Cash flow management
- Balance Sheet (B/S) preparation
- Profit & Loss (P/L) reporting
- General ledger management
- Bank reconciliations
- Domestic and international payment processing
- Vendor invoice payments
- Payroll, bonus, and expense reimbursement payments
- Corporate tax and withholding tax payment coordination
- Liaison with external tax advisors and specialists
- Communication with client companies and overseas stakeholders
- Responding to accounting, finance, and administrative inquiries

Required Skills

Required Qualifications

- Experience in accounting, finance, bookkeeping, AP/AR, or general accounting operations
- Business-level Japanese language skills
- Working proficiency in English
- Ability to communicate with both internal and external stakeholders

Preferred Qualifications

- Experience working in multinational or foreign-affiliated companies
- Knowledge of payroll and HR administration
- Experience supporting multiple entities or clients

Company Description