Accountant/Senior Accountant | Global Brand Consulting

Lead Accounting | Build Systems | Hybrid

Job Information

Hiring Company
WPIC Technology Japan G.K.

Job ID
1612885

Industry
Digital Marketing

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
6.5 million yen ~ Negotiable, based on experience

Work Hours
9:00am to 6:00pm (No core time)

Holidays
Weekends, holidays, Year-End/New Year, May 1 & 1 day Obon in Aug

Refreshed
October 29th, 2026 19:30

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【About WPIC】

WPIC Marketing + Technologies is a leading APAC e-commerce and technology consultancy helping global brands succeed

across Asia. With over 400 employees across 9 cities worldwide, WPIC provides end-to-end market entry, e-commerce, logistics, marketing, and technology solutions for brands expanding into Japan, China, Korea, and Southeast Asia.

【Position Overview】

The Accountant/Senior Accountant is responsible for ensuring the integrity, accuracy, and completeness of the Company's financial records while supporting the day-to-day accounting operations of our Japan entities. This role plays a critical part in maintaining strong financial controls, preparing timely financial statements, managing period-end close activities, and ensuring compliance with local statutory and regulatory requirements.

【Key Responsibilities】

The primary duties and responsibilities of the Accountant/Senior Accountant will be those that are typical of a professional in this capacity and include, but are not limited to, the following (other duties may be assigned as needed):

- Accounting & General Ledger Maintenance:
  - Oversee the general ledger and ensure accuracy of financial data; maintain and reconcile the full set of financial statements (including P&L and Balance Sheet)
  - Assist in general financial management and analysis
- Financial Reporting:
  - Prepare and analyze monthly, quarterly, and annual financial statements for the respective entities
  - Ensure compliance with local/IFRS accounting principles and adherence to company policies
  - Prepare regular internal reports for leadership review, providing actionable insights and data-driven recommendations for continuous improvement
- Team & Cross-Functional Collaboration:
  - Coordinate with the local Tax Analyst to ensure accurate financial reporting
  - Identify and implement process improvements to enhance efficiency and accuracy
  - Promote collaboration between internal stakeholders to gather financial data and insights, and to maximize organizational efficiency

Other high-level ad hoc duties, responsibilities, or projects as required or assigned by key executives within the organization (this is a dynamic role that involves learning of financial best practices in new markets; flexibility is therefore essential)

Required Skills

【必须条件】

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5+ years of relevant accounting experience
- Advanced general ledger accounting experience
- Bachelor's degree in Accounting, Finance, or related field
- Strong understanding of statutory and regulatory compliance requirements in Japan
- Mathematical, budgeting, and financial reporting background
- Exceptional skills in Sage Intacct and Microsoft 365 (Excel, Teams, Outlook)
- Strong attention to detail, coupled with high standards
- Highly organized and self-disciplined; ability to prioritize tasks effectively and manage expectations
- Exceptional analytical, quantitative, and social skills
- Strong analytical and problem-solving skills; data-driven
- Ability to thrive in a fast-paced environment; highly self-motivated; ability to work independently while collaborating with a global finance team across time zones
- Team player with strong interpersonal skills
- Outstanding ability to communicate confidently, verbally and in writing; exceptional communication skills virtually and in person
- Fluency in Japanese and English

【Preferred Qualifications】

- Advanced education in a business discipline or accounting is an asset
- Understanding of e-commerce or online marketplaces is an asset
- CPA designation or certification in process is an asset
- Fluency in Mandarin is an asset

JOB COMPLEXITY :

- Work on assignments that are non-standardized in nature where moderate judgement is required. Tasks are moderately multifaceted, minimally demanding, and moderately complex to perform.

WORK ENVIRONMENT :

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee may work in close proximity to others. From time to time, the employee may work remotely from home; work environments may therefore vary according to the conditions in and around the employee's home office. Due to the international nature of our work, the employee may be requested to work variable times and overtime for special program events.

【Ideal Candidate Profile】

- Sees a fast-paced, constantly evolving environment as an opportunity and proactively seeks learning opportunities
- Raises issues early and drives decision-making independently rather than waiting for instructions
- Values accuracy and strong attention to detail
- Sets priorities independently and works with a high degree of autonomy
- Is motivated to build and streamline operational processes
- Communicates effectively in both Japanese and English
- Collaborates effectively with stakeholders in Japan and overseas
- Aspires to broaden their career in a global company

【Work Conditions】

- **Employment Type**：Full-time, permanent
- **Probation Period**：6 months (fixed-term employment contract during probation period)
- **Location**：Tokyo, Japan (23 wards) — office-based with hybrid flexibility depending on business needs
- **Working Hours**：9:00 AM – 6:00 PM (Flexible working hours system)
- **Holidays**：Saturdays & Sundays, Japanese National Holidays, Year-End/New Year Holidays, Labour Day (May 1), Obon holiday (one day in August)
- **Salary**：￥6.5 million ~ (Negotiable based on experience and skills)
- **Benefits**：Comprehensive social insurance (health insurance, pension, employment insurance, and workers' compensation), transportation allowance, and professional development and training opportunities.

Company Description