

【1200 ~ 1500万円】Accounting Manager　※週 2 日リモート勤務可能　都内駅直結　マネジメント経験不問※

世界60か国でHRサービスを提供する外資系企業での募集です。 経理（非上場）の...

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
世界60か国でHRサービスを提供する外資系企業

Job ID
1613113

Industry
Hotel

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
12 million yen ~ 15 million yen

Work Hours
09:30 ~ 17:30

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
October 30th, 2026 20:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2411695】
Key job responsibilities
Accounting and Closing
・ Lead and manage monthly quarterly and annual closing activities in compliance with J GAAP and Group reporting requirements.
・ Ensure accuracy and completeness of all accounting records journal entries reconciliations and financial statements.

- Review and approve balance sheet reconciliations and maintain strong controls over accounting processes.
- Manage accounts payable accounts receivable fixed assets payrollaccounting and general ledger activities.
- Ensure timely and accurate month end and year end close processes.
- Monitor accounting transactions and identify areas of risk or improvement.

Financial Reporting
- Prepare and review statutory financial statements in accordance with J GAAP.
- Support IFRS reporting requirements and prepare necessary accounting adjustments for Group reporting purposes.
- Ensure timely submission of monthly quarterly and annual reporting packages to Edenred Group.
- Maintain accounting policies and procedures aligned with Group requirements and local regulations.
- Analyze financial results and provide insights on significant accounting movements and variances.

Tax and Compliance
- Coordinate corporate tax consumption tax and other statutory tax filings with external tax advisors.
- Ensure compliance with all local regulatory tax and statutory reporting requirements.
- Monitor changes in accounting standards tax regulations and legal requirements and assess their impact on the business.
- Maintain appropriate accounting documentation and audit trails.

Internal Control and Audit
- Strengthen and maintain internal controls over financial reporting and accounting processes.
- Coordinate and manage external audit and internal audit activities.
- Ensure timely resolution of audit findings and implementation of remediation plans.
- Support risk assessments and compliance initiatives across the organization.
- Promote best practices in governance compliance and financial controls.

Finance Transformation and System Project
- Lead the accounting system migration project from planning through implementation testing go live and stabilization.
- Collaborate with internal stakeholders Group teams external vendors and consultants throughout the project lifecycle.
- Define accounting requirements process improvements and reporting needs for the new system.
- Ensure data integrity system controls and successful migration of historical accounting data.
- Develop and implement improved accounting processes automation opportunities and workflow efficiencies.
- Drive continuous improvement initiatives to support future business growth and scalability.

Decision Support and Others
- Partner with Finance Director and business leaders to provide accounting and financial insights for decision making.
- Support special projects business initiatives and ad hoc analyses as required.
- Organize and present financial information clearly to local management and regional stakeholders.
- Act as a subject matter expert for accounting and financial reporting matters.
- Support Accounting team members on daily accounting operations.

Near term expectations（next 6 months）
Since this position plays a key role to lead the accounting system migration project and enhance accounting operations you will be expected to perform the following tasks in each area within the next 6 months:
Accounting Operations
- Gain a deep understanding of existing accounting processes systems and reporting requirements.
- Ensure month end closing and reporting are completed accurately and on schedule.
- Identify process gaps and implement immediate improvement actions.
- Build strong working relationships with key internal and external stakeholders.

Accounting System Migration
- Assess current accounting systems workflows and reporting processes.
- Establish project governance timeline and key milestones for system migration.
- Document accounting and business requirements for the new system.
- Lead testing validation and user acceptance activities to ensure smooth implementation.

Internal Control and Compliance
- Review existing internal controls and identify enhancement opportunities.
- Ensure readiness for external audits and compliance reviews.
- Strengthen documentation and standardization of accounting procedures.

Required Skills

Education and experience Basic qualifications :
Mandatory technical requirements（must）:
Bachelor's degree in Accounting Finance Commerce or related field.
8+ years of accounting and financial reporting experience.
Strong knowledge of J GAAP and IFRS.
Experience managing monthly and annual closing processes.
Experience working with ERP and accounting systems.
Proven experience in accounting process improvement and system implementation projects.
Experience managing external auditors tax advisors and regulatory requirements.
Strong Excel and financial data analysis skills.
Experience working in an international environment.
Fluent Japanese and business level English.
Excellent communication and stakeholder management skills.
Additional desired requirements（want）:
CPA USCPA Nissho Boki 1st Grade or equivalent qualification.
Big 4 audit or accounting firm experience.
Experience leading ERP/accounting system migration projects.

Knowledge of Power BI and finance automation tools.
Experience in a fast growing multinational company.
French language skills are a plus.

Company Description

ご紹介時にご案内いたします