

Accountant - Japan

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global industrial solutions company

Job ID
1617166

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 8 million yen

Refreshed
November 12th, 2026 01:00

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
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

< Role Description >
The Accountant is responsible for supporting daily accounting operations, financial reporting, accounts payable and receivable activities, payroll support, month-end close processes, tax compliance, and financial data maintenance. The role also assists with periodic financial reporting, audits, statutory compliance requirements, and various finance-related projects while ensuring compliance with company policies and applicable accounting standards.

This position reports directly to a regional finance leader.

< Responsibilities >
Cash Management & Accounts Receivable
Support accounts receivable aging reviews and collection follow-up activities.
Review and reconcile bank statements.
Prepare cash collection forecasts.
Maintain and update financial forecast data.
Prepare regular management reports.

Accounts Payable & Payment Processing
Process and track Purchase Order (PO) approvals and monitor PO status.
Process payment approvals in accordance with company policies.
Process payroll-related payments.
Assist with employee expense claim reviews and reimbursements.

General Ledger & Financial Close
Prepare and review journal entries, including accruals, prepaid expense amortization, employee-related adjustments, and other recurring accounting transactions.
Perform month-end closing activities.
Perform balance sheet reconciliations.
Assist with Profit & Loss and Balance Sheet reviews.
Review and reconcile intercompany transactions.

Payroll & Employee-Related Accounting
Support payroll calculations and payroll journal entries.
Assist with bonus and incentive calculations.

Tax & Statutory Compliance
Prepare withholding tax payments and supporting documentation.
Support tax calculations and related filings.
Support fixed asset depreciation calculations.
Prepare schedules and supporting documentation for various tax filings and statutory requirements.
Assist in the preparation of statutory financial statements.

Financial Planning & Analysis
Prepare financial forecasts and budgets.
Support annual budget preparation activities.
Support operational cost reporting and analysis.

Stakeholder Management & Operational Support
Respond to finance-related queries from internal stakeholders and external service providers.
Participate in finance and operational meetings.
Support monthly asset reconciliation activities.

Audit & Compliance
Assist with audit requests and supporting documentation.
Ensure compliance with company policies, accounting standards, and internal control requirements across finance processes.

Employee Benefits:
Paternity Leave
Bereavement Leave
Sick Leave
Marriage Leave

Required Skills

What We're Looking For
Bachelor’s degree in accounting, Finance, or a related discipline.
Minimum 3 years of accounting or finance experience.
Knowledge of accounting principles and month-end closing processes.
Experience with ERP systems (SAP, Oracle, Microsoft Dynamics, or similar) is an advantage.
Proficiency in Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, basic formulas).
Good written and verbal communication skills.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive

global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC's unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.