

Staff Accountant

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global Consumer-focused Services and Technology Company

Job ID
1623641

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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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

Overview

A global consumer-focused services and technology company is seeking a Staff Accountant to join its finance team in Tokyo. Reporting directly to the Finance Director, this position will support day-to-day accounting operations, payment processing, month-end close activities, audit requirements, and financial reporting. The role offers broad exposure across accounting operations and close collaboration with business stakeholders.

Key Responsibilities
Accounting & Financial Operations
Prepare and post journal entries while supporting monthly, quarterly, and annual closing activities.
Manage payment processing, including invoice review, supporting documentation checks, and stakeholder communication.
Review and process employee expense reimbursements.
Monitor cash receipts, disbursements, and petty cash balances.
Maintain accounting records and perform document management, filing, and scanning activities.
Reporting & Compliance

Support internal and external audit processes.
Assist with communications and document preparation for external accounting and tax advisors.
Communicate with vendors regarding invoicing and payment-related matters.
Support financial reporting, data analysis, and management reporting requirements.
Systems & Process Improvement
Assist with accounting system upgrades and implementation projects.
Contribute to process improvements that enhance the efficiency and effectiveness of finance operations.

Work Environment
Tokyo office-based position reporting directly to the Finance Director.
Fast-paced, collaborative office environment with close interaction across multiple business functions.

Employee Benefits:
Benefits & Employee Welfare
Comprehensive social insurance coverage, including health insurance, pension, employment insurance, and workers' compensation.
Annual paid leave and additional company-designated special leave.
Commuting allowance in accordance with company policy.
Defined contribution pension plan and company-sponsored insurance programmes.
Employee discount programmes and access to company services.
Regular company events, celebrations, and team-building activities.
Employee wellness initiatives, including mental health support and access to wellbeing resources.
Professional development support through training opportunities and skill-development programmes.
Stable international working environment with opportunities for long-term career growth and internal mobility.

Required Skills

Experience & Qualifications
3-5 years of accounting experience within a corporate environment.
Accounting qualification equivalent to Bookkeeping Level 2 (or similar accounting knowledge and experience).
Experience supporting audit processes is preferred.
Experience within an international or multinational company environment is advantageous.

Technical Skills
Intermediate to advanced proficiency in Microsoft Excel and Google Sheets.
Solid understanding of accounting principles, journal entries, account reconciliations, and month-end close processes.

Personal Attributes
Strong team player with excellent communication skills.
Proactive and self-motivated approach to work.
High attention to detail and ability to manage multiple priorities simultaneously.
Strong organizational, problem-solving, and time-management capabilities.

Company Description

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