Accounting Manager

Job Information

Recruiter
Advisory Group K.K.

Hiring Company
An award-winning integrated marketing agency based in central To

Job ID
1623930

Industry
Advertising, PR

Job Type
Contract

Location
Tokyo - 23 Wards, Minato-ku

Train Description
Hibiya Line Station

Salary
8 million yen ~ 12 million yen

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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

This position is the first member of the Finance team for a Real Estate Asset Management company.

They have been in Japan now for almost three years, and they already have four projects underdevelopment.

They buy to hold revenue-generating assets which also increase in value over time, attracting a lot of interest from investors in Japan.

Responsibilities

- **Daily Accounting & Bookkeeping:** Record daily transactions, maintain the general ledger, manage Accounts Payable (AP) and Accounts Receivable (AR), and reconcile bank accounts, company cards, petty cash, and

intercompany balances. Collect and verify invoices and receipts, track customer collections, and prepare schedules for monthly and year-end closings.

- **Payments, Banking & Cash Administration:** Prepare payment requests and bank transfers, maintain a rolling payment schedule and daily bank balance record, and flag cash shortfalls or unusual transactions.
- **Tax, Statutory & Corporate Secretariat Support:** Prepare accounting records and schedules for external tax accountants, track statutory deadlines, and arrange approved tax payments.

Working Conditions

- **Work Arrangement:** Hybrid work style (up to 2 days WFH per week; minimum 3 days in central Tokyo office).
- **Hours:** 9:00 AM – 6:00 PM, Monday to Friday.
- **Salary:** ¥8,000,000 – ¥12,000,000 annually.

Required Skills

- **Experience:** 3+ years of relevant experience in finance administration, office administration, or a broad back-office support role.
- **Language Proficiency:** Native-level Japanese fluency paired with fluent English communication skills (written and spoken).
- **Education:** Bachelor's degree or equivalent qualification.
- **Technical Skills:** Proficiency in Microsoft Office (strong Excel skills including VLOOKUPs and Pivot Tables), Google Workspace, and experience using accounting software.
- **Personal Attributes:** Strong attention to detail, excellent numeracy, strong organizational and time-management skills, and experience working effectively in a multicultural environment.

Company Description