

Accounting Intelligence

Accountant & Tax Assistant (Fluent/Biz level English speaker)  独占求人

Multilingual accounting office in Tokyo

募集職種

採用企業名

みなと国際会計事務所

求人ID

1543333

業種

監査・税理士法人

会社の種類

中小企業 (従業員300名以下)

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

最寄駅

総武線各駅停車 (三鷹-市川-千葉)、 御茶ノ水駅

給与

500万円 ~ 600万円

歩合給

固定給+歩合給

勤務時間

9am~5:30pm (Break:60min) Flextime: 2hours from start and finish

休日・休暇

[120 days of annual holidays] Saturdays,Sundays,Holidays etc.

更新日

2025年06月23日 00:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

主に関東で起業されている外国人のお客様（法人・個人の両方）と外資系の日本子会社に、主に会計と税務のサービスを提供している会計事務所です。通常の税務と会計のほか、国際税務の知識と業務を通じた国際的な仕事の感覚が自然に身につきます。

Accounting Intelligence (Minato International Accounting Office) is a multilingual accounting office that provides accounting and tax services. Our clients are mainly English-speaking corporate clients.

Established in 2003 and growing steadily ever since, there are currently 20 employees with a variety of nationalities and backgrounds.

Our main services are

- 1) bookkeeping and financial reporting.
- 2) Japanese corporate income and consumption tax filing.
- 3) payroll services.

Because most of our clients are English speaking corporations operating in Japan, it is essential to provide Japanese tax and accounting services with English communication. Once learned, the knowledge and experience you will gain at Accounting Intelligence will be a portable strength valued by many companies doing business in Japan.

Estimated Salary for the first year: JPY5,000,000 (base salary of 3,360,000 plus commission approximately 50K a month on average.) It will be increased materially in the following years when one can work more efficiently and have clients.

スキル・資格

【Responsibilities】

- Bookkeeping – making accounting entries from client data and providing monthly financial reports for small and medium sized business entities.
- Preparation of Japanese corporate tax and consumption tax returns.
- Payroll calculations and preparation of employee pay slips
- Ensure clients meet statutory filing and tax payment deadlines

【Skills And Experience】

- Preference will be given to candidates with an accounting or bookkeeping qualification/certification, accounting/tax education, or work experience.
- Excellent organizational, time management skills, and ability to meet deadlines.
- Strong attention to detail
- Strong MS Excel skills (including VLookup and pivot tables)
- Hands-on experience with accounting software a plus

【Language Ability】

- English: Fluent level (Required)
- Japanese: Business level (JLPT level 2, etc.) Ability to read Japanese is essential (Accounting software is entirely in Japanese)

会社説明