



## Senior Accountant & Finance Manager

Work closely with CEO, growing company

### 募集職種

#### 人材紹介会社

PEAK Recruitment Japan株式会社

#### 採用企業名

A global beauty/ cosmetics company growing fast in Japan

#### 求人ID

1586296

#### 業種

小売

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

550万円 ~ 750万円

#### ボーナス

固定給+ボーナス

#### 更新日

2026年05月22日 00:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

専門学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### ■ Role Purpose

Reporting directly to the CEO, this role covers a broad scope of accounting, finance, and inventory management responsibilities. The position goes beyond standard bookkeeping, the successful candidate will be involved in operational processes including POS-based inventory management, and will work closely with the CEO to support data-driven business decisions.

**■ Key Responsibilities****[ Accounting & Finance ]**

- Prepare daily operational completion reports
- Manage store cash (register funds) and process daily deposits
- Handle all general accounting tasks including expense processing, journal entries, and monthly reporting
- Manage daily, monthly, and annual closing processes and financial reporting
- Prepare budgets, manage cash flow, and analyze P&L and balance sheets
- Coordinate with external tax accountants (tax filing, payroll, year-end adjustments)
- Propose and implement improvements to accounting systems and workflows
- Provide financial analysis, insights, and reports to management and the CEO

**[ Inventory Management ]**

- Manage and monitor inventory balances across all locations
- Handle inventory supply and replenishment coordination
- Verify, reconcile, and report on inventory data
- Ensure accuracy of POS and inventory data on an ongoing basis

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**スキル・資格**

- 3+ years of hands-on accounting or finance experience
- Experience with POS systems and inventory management
- Proactive approach to system and workflow improvement
- Business-level Japanese; conversational English
- Strong numerical and analytical mindset
- Able to work directly with the CEO in a fast-moving, international environment
- Self-starter who takes initiative on process improvement

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**会社説明**