

Accounting Intelligence

Bilingual Accountant & Tax Accountant | Work with Intl Clients 

Bookkeeping required | Flextime Available

募集職種

採用企業名

みなと国際会計事務所

求人ID

1605476

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

Over 120 days of annual holidays Saturdays,Sundays,Holidays etc.

更新日

2026年09月07日 01:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

流暢 (英語使用比率: 50%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

日本での就労許可が必要です

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。その他、相続税や事業承継案件、DDなどの業務も経験可能です。

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 who are subsidiaries of multi-national corporation group or local english speaking business owners.

Established in 2003 and growing steadily ever since, there are currently about 30 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.

You can acquire portable, in-demand skills that will enable you to work in accounting and tax roles at international companies, and you can also aim for a career as a manager.

Compensation

Monthly salary: JPY 320,000 plus commission (10–20% of individual sales)

* Bonus based on performance bi-annually

* Salary raise once a year

Estimated Salary for the first year: JPY5,000,000 (base salary of 3,840,000 a year 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 more clients.

Working Hours

9:00 a.m. – 5:30 p.m.

Holidays & Leave

- Saturdays, Sundays, and Japanese national holidays
- Year-end and New Year holidays
- Maternity and childcare leave
- Family care leave
- Comprehensive social insurance (Health Insurance, Employees' Pension, Employment Insurance, and Workers' Compensation Insurance)

Benefits

- Commuting Allowance
- Health Insurance
- Long-Term Care Insurance
- Employee Pension Insurance
- Unemployment Insurance
- Workers' Compensation Insurance
- Regular Training on Tax Accounting
- Defined Contribution Pension Plan (Planned for Implementation)

スキル・資格

【Responsibilities】

- Bookkeeping – preparing accounting entries based on client data and providing monthly financial reports for small and medium-sized businesses.
- Prepare Japanese corporate income tax and consumption tax returns.
- Process payroll and prepare employee payslips.
- Ensure clients meet statutory filing and tax payment deadlines.

【Essential Skills and Experience】

- Japanese Bookkeeping Certification (Grade 2) is required.
- English: Fluent (required)
- Japanese: Business level (JLPT N2 or equivalent). Ability to read Japanese is essential, as the accounting software is entirely in Japanese.

【Preferred Skills and Experience】

- Experience using accounting software is preferred.

会社説明

