



Accounting Specialist Role @ Leading Outsourcing Company

Multinational BPO - Hybrid workstyle

Job Information

Recruiter

ALBERTO K.K.

Job ID

1462849

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

April 18th, 2025 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The Tricor Group is a leading provider of business, corporate and investor services throughout Asia. The group was founded in 2000 as a spin-off with its roots in the big 4 firms of Deloitte, E&Y, and PWC, and has grown rapidly to more than 2,700 staff servicing over 30,000 client entities through 47 offices in 21 countries. Tricor K.K. (Tricor Japan), the Japan arm of Tricor Group, is the leading provider to multi-national companies of comprehensive business and corporate services including entity establishment, accounting, payroll/benefits, banking and administration, and tax and corporate secretarial services.

Responsibilities

- Management of deposits, withdrawals, receivables, payables and other journal entries
- Communication with clients and deliver monthly, quarterly and annual closing of accounts
- Creation of reports, and maintenance of data using Excel
- Communication with external auditing agencies and auditors
- Other ad-hoc tasks relating to accounting

Requirements

- 2+ years of experience in accounting (Less experience will also be considered as an associate)
- Native Japanese with business level English
- Strong communication skills (both written and oral)
- Experience in an international environment
- Computer literate (Specific focus on Microsoft office products)
- Highly organized and able to manage a project from start to finish
- Ability to work effectively with colleagues and partners from diverse backgrounds and cultures
- Able to maintain high level of accuracy and attention to detail in all aspects of work and good time management skills
- Ability to work independently and communicate effectively with key project stakeholders including senior management, employees, business partners, etc.

Desired qualifications

- 2nd grade or above in the Official Business Skills Test in Bookkeeping (日商簿記2級)

For more information and a confidential discussion, please contact Mika at mika.takeda@alberto-recruitment.com

Company Description