



Finance & Accounting Associate *English Follow

Inspired hospitality group

Job Information

Hiring Company

[inthehood, LLC](#)

Subsidiary

in the Hood by Dash Living

Job ID

1490897

Industry

Other (Real Estate, Construction)

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Work Hours

午前9時30分~午後18時30分 (休憩 : 午後12時00分~午後13時00分)

Holidays

土日祝日(年末年始、GW、夏季休暇はシフト制)

Refreshed

April 22nd, 2025 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

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 アットホームな環境かつ国際色豊かな職場環境です！
 経理経験1年以上でOK！

週1でのリモートワークも可能です！

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Established in 2015: A hospitality group composed of members from around the world.

Adaptable Living: Provides lifestyles tailored to diverse needs, including inbound travelers and nomadic workers.

Operations and Property Management: Manages concept-based accommodation facilities under the "inthehood" brand.

Prime Locations: 90% of managed properties are located inside the Yamanote Line. While most tasks are office-based, periodic site visits are required.

Global Collaboration: Works in coordination with an overseas operations team to manage properties efficiently.

<Position Finance & Accounting Associate>

We seek a Finance and Accounting Associate to join our expanding team. The ideal candidate should be self-motivated, passionate, and knowledgeable in accounting and finance principles. Now is the time to evangelize, introduce, and promote the Co-Living concept in Japan!

- Maintain the company's books according to generally accepted accounting principles
- Verify/reconcile all posted transactions on a monthly basis to maintain the integrity of the company's financial records
- Assist in month-end closing and report generation for building performance
- Collaborate with cross-functional teams, including Operations, Sales, and other departments in order to gather necessary information for accurate accounting entries.
- Review and report to stakeholders monthly financial reports, including income statements, balance sheets, and cash flow statements.
- Assist in preparing annual budgets and forecasts, providing valuable insights based on reconciliations and financial data analysis.
- Support audits from external auditors and local Tax and Statutory authorities as needed, ensuring compliance with tax and accounting standards by providing necessary documentation and support.
- To assist the CFO in various projects/initiatives which may be assigned from time to time
- Handle ad-hoc jobs as and when required

Required Skills

The Requirements

- 1-3 years of experience in finance or accounting
- Bachelor's Degree in Accounting, Business Administration, Economics, Finance or equivalent is preferred
- Japanese: Native level or N1 certification, English: Middle or business level (equivalent to TOEIC 750 and up)
- Self-starter, cooperation with all cross functions
- Good communication skills
- Passionate, Open-Minded

The Nice to Haves

- Boki License (Any Level)
- Japanese Real Estate License holder (Takken)
- Other language ability (Mandarin Chinese, Korean, Spanish)
- Experience working in an early startup environment
- Experience working in the hospitality, hotel, or hospitality industry

Other Perks

- Immersion in a dynamic entrepreneurial environment
- Ability to experience and work with a talented, multicultural team
- Bottomless artisanal coffee, tea, and draft beer daily
- Apple technology equipment
- Flexible working locations throughout the city
- Working and meeting guests from around the world

Company Description