



Accounting Section Manager ～45代・フレックスタイム制度あり・テレワーク制度あり

フレックスタイム制度あり・テレワーク制度あり、季節賞与（4か月、

Job Information

Recruiter

iWill Capital G.K.

Job ID

1459273

Division

Accounting & Finance

Industry

Retail

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

11 million yen ~ 12 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9:30～18:00（7.5h） 昼休み：12：45-13：45 ・テレワーク制度あり・フレックスタイム制度あり

Holidays

・完全週休2日制（土日）・祝日・有給休暇、年末年始休暇、病気休暇、慶弔休暇、保存休暇

Refreshed

January 15th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Basic Function:

The Accounting Section Manager position is accountable for assisting the Accounting Director in the accounting operations of the Company including the production of periodic financial reports, maintenance of an adequate system of accounting records, and development of a comprehensive set of controls designed to mitigate risk, enhancement of the accuracy of the company's reported financial results, ensuring that reported results comply with the Japanese generally accepted accounting principles and international financial reporting standards.

Principal Accountabilities:

A) Management

1. Maintain a documented system of accounting policies and procedures
2. Oversee the operations of the accounting function including the implementation of Global accounting ERP system project and sustainability project

B) Transactions

1. Ensure that accounts payable are recorded and paid in a timely manner
2. Manage the periodic closing process (ie, monthly, quarterly, and annual closing), including developing and recording accounting estimate
3. Review of tax calculation and tax returns
4. Maintain the chart of accounts
5. Maintain an orderly accounting filing system
6. Maintain a series of controls over accounting transactions

C) Reporting

1. Prepare and submit financial information required by the global team
2. Issue financial statements in a timely manner
3. Recommend benchmarks against which to measure the performance of company operations
4. Provide financial analysis as needed

D) Compliance

1. Handle and complete external audits over financial reporting without material issues
2. Handle internal audits over financial reporting and accounting operations
3. Handle tax investigation and conclude it without material issues
4. Comply with statutory reporting requirements and tax filings
5. Design, implement, and maintain adequate level of internal controls mainly over financial reporting

E) People management (1 PMO, 3 staffs + 2 temps)

Required Skills

Desired Qualifications and Experiences:

- A Bachelor's degree or equivalent business experience.
- 15+ years of progressively responsible experience in accounting, taxation, and/or auditing
- Knowledge of accounting (such as the Official Business Skill Test in Bookkeeping 2nd Grade)
- Japanese or US Certified Public Accountant designation is desirable

Experiences and Skills

- High level of communication skills in both Japanese and English
- Problem solving skills
- Change-readiness
- Proficiency in MS Excel

BENEFITS

- Health insurance
- Full transportation coverage
- Company PC/smartphone
- Condolence money
- Congratulatory money(Marriage/Baby)
- Staff sales (perfume & cosmetics / fashion products / watch & fine jewelry)
- Medical checkup
- Recreation center / accommodation facility discount
- Sports gim
- Language training support

Company Description