



## Accounting Manager

### Job Information

**Recruiter**

Advisory Group K.K.

**Job ID**

1465646

**Industry**

Retail

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6.5 million yen ~ 7 million yen

**Refreshed**

July 26th, 2024 02:00

### General Requirements

**Minimum Experience Level**

Over 6 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

**1. General Accounting**

- Perform Monthly/Quarterly/Yearly closing
- Monthly Reports/Q-Reports/Ad-hoc Reports
- Complete monthly balance sheet account reconciliations and analysis to ensure accurate financial statements are being reported
- Maintain General Ledger & AR, Review and Post AP/JE vouchers to ensure that all processing and supporting documents are in accordance with company policies, regulations, and US GAAP/J GAAP
- Manage CAPEX depreciation calculation in compliance with US-GAAP & Report to HQ
- Manage Cash flow
- Maintain Inventory Master file and recalculate inventory costing accordingly

**2. Tax**

- Quarterly and Annual Consumption Tax reconciliation
- Corporate Tax return and Preliminary Corporate Tax report to HQ
- Property tax/Local taxes return and payments

3. Others

- Prepare Internal and External Audit and other statutory reporting requirements
  - Liaise with other departments on various issues
  - Supervise staffs in accounting department to maintain ongoing daily operation
  - Engage in continuous improvement of processes to enhance overall effectiveness and efficiency of operational accounting functions
  - Perform and support ad-hoc projects as required
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Required Skills

- Over 5 years of accounting/finance experience with a multinational company
  - Degree in Accountancy or equivalent professional qualifications
  - Knowledge of US-GAAP/J-GAAP/Taxes/Oracle and Retail Industry would be a plus
  - Proficient in MS Word, Excel, and Power Point
  - Written & spoken English in order to interact with the Corporate(HQ) and the affiliates including the Regional Head Office
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Company Description