



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

November 15th, 2024 04:00

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