



## PR/086504 | Bilingual (Japanese / English) Bookkeeper

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1512812

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**COMPANY OVERVIEW**

A Japan desk of CPA firm is seeking a Bilingual (Japanese/English) Bookkeeper.

**RESPONSIBILITIES**

- Maintain financial records and payroll processing for clients
- Keep record of client accounts, accounts payable and receivable, and fixed assets
- Process payroll, gross-up calculations, and timesheet calculations (ADP or Paychex)
- Prepare financial statements, cash flow statements, and income statements, operational reports, and forms 1096, 1099 and 1042

- Prepare consolidated financial statements
- Perform monthly end closing and report financial statements to the respective Japanese parent company and work to ensure deadlines are met
- Prepare various state sales and use tax forms
- Prepare business property tax statements and city business tax statements
- Intercompany reconciliation (Japanese parent- U.S. Sub”
- Analysis of realized and unrealized exchange rate from intercompany transactions
- Reconcile and balance accounts
- Resolve client’s needs with accounting policies and procedures

**REQUIREMENTS**

- Fluency in Japanese and English, written and verbal
- Level 2 od Japanese Nissho Bookkeeping Test- preferred
- Bachelor’s degree with a major in Accounting or comparable subject
- Proficiency with Microsoft Office Suite programs, ADP, Paychex, or related programs
- Proficiency with QuickBooks (online and desktop versions)
- Previous experience in working as a bookkeeper or office administrative assistant within accounting or related industry

**SALARY & Benefits**

USD \$55,000 - \$65,000 DOE and discretionally bonus with Full Benefits

**OTHERS**

Work location: Remote position (East Coast preferred)

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

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Company Description