



## Accounting and Office Administration Coordinator

**Work in an international environment**

### Job Information

#### Hiring Company

CIEE KK

#### Subsidiary

CIEE - Council On Education and Exchange

#### Job ID

1522442

#### Industry

Other (Education)

#### Company Type

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

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Chiyoda-ku

#### Train Description

Nanboku Line, Yotsuya Station

#### Salary

4 million yen ~ 4.5 million yen

#### Refreshed

February 18th, 2025 14:46

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### **CIEE - Council on International Education and Exchange:**

A nonprofit, non-governmental organization, CIEE is the world leader in international education and exchange. For 70 years

CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. Serving over 300 U.S. college and university consortium members, CIEE operates more than 60 study centers in over 40 countries that support study abroad programs for over 6,000 students annually. In addition, as the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE helps nearly 25,000 international students participate in U.S. based exchange programs annually. CIEE programs and services span study abroad, teach abroad, international faculty development seminars, and inbound exchange study, work, and internship programs for today's high school and university students, professionals, and educators.

We strive to lead a robust community of international program providers and sponsors through innovation, exemplary service, and exceptional efficiency. Our success depends on having the very best professionals. CIEE is committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters with high levels of energy and autonomy, and are dedicated to exceeding expectations in every challenge.

#### **About CIEE Tokyo:**

Located on the campus of Sophia University, CIEE Tokyo offers a variety of study abroad and intercultural exchange programs. Our current program lineup includes college semester; college summer; faculty-led and custom programs for colleges / universities; high school summer program and internships.

#### **Summary of Position:**

Reporting to the Center Director, the Accounting and Office Administration Coordinator is primarily responsible for assisting with financial, accounting and banking needs of CIEE Tokyo operations and programs. The Accounting and Office Administration Coordinator works with the Center Director to ensure correct and timely financial and accounting processes are meeting required implementing and reporting standards of the Study Center and the Portland Financial Department.

#### **Primary Responsibilities:**

The Finance and Administrative Coordinator oversees non-academic administrative aspects of CIEE Tokyo operations. This includes all Financial and general affairs. In coordination with the Center Director, the position will also systematize compensation and budgeting, in addition to carrying out general office administration duties as assigned.

- Serves as the primary liaison with the tax accounting firm and payroll firm.
- Responsible for all monetary transactions including but not limited to on-line and in-person banking, reconciliation of accounts, stipend preparation, petty cash, and related record-keeping for all programs and operations at the CIEE Seoul Center.
- Oversees monthly accounting documents and NetSuite entries for uploading at the Head Office in Portland. Administer expense allocation prior to all programs and all budget/actuals reporting.
- Be familiar with and apply appropriate accounting related CIEE policies and standard operating procedures.
- Verify expense coding is accomplished accurately and timely, in collaboration with program manager/program coordinators
- Record proper documentation of spending, expenses, and bank transfers for CIEE KK and Portland needs.
- Collaborate with program managers to develop program budgets
- Ensure that payments and government reports are disbursed timely and accurately, according to local legal requirements.
- Establishes finance and staff processes for daily operations, employee events and training.
- Handles local insurance compliance and acts as onsite liaison for iNext in Portland.
- Coordinates and oversees IT facilities and maintenance of classrooms, living, special events.
- Supervises liaison with maintenance contractors, office repairs, renovations, fire safety code.
- Assure compliance and timely reporting to in-country authorities and CIEE Portland

#### **Other Duties**

- Assists the Director with the general coordination and administration of CIEE programs.
- Covers certain Director roles as instructed during times when the Director is away or unavailable.
- Liaises with outside organizations as needed.
- Other duties as required.

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#### **Required Skills**

#### **Qualifications:**

- Knowledge — strong financial analysis, accounting, and tax regulations
- Organization—Ability to reconcile numbers and handle multiple ongoing tasks and prioritize
- Communication—Strong communication skills, both written and verbal, and be able to negotiate with vendors, official authorities, local payroll administrator and a variety of CIEE stakeholders.
- Flexibility— Must be flexible and be able to respond quickly to changing circumstances. Must have a high tolerance for ambiguity. Ability to work occasional weekends and evenings, as required
- Efficiency and sensitivity to deadlines—ability to complete detail-oriented tasks on time without sacrificing accuracy or quality
- Language—Fluency in English and Japanese
- Technology—strong computer skills and the ability to learn new programs quickly (Microsoft Office Suite, Netsuite, Adaptive Planning, etc.).
- Financial Management— at least three years' experience in accounting and bookkeeping; familiarity with best practices for financial compliance
- Foreign study—Personal study experience in the U.S.A preferred

- Education—BA in finance, accounting, economics, or business.

**Conditions:**

- Working Hours: Monday to Friday, 9:30 AM to 5:30 PM, with reciprocal flexibility regarding working hours.
- Candidates must be eligible to work in Japan. Please note, visa sponsorship will not be provided.

**Confidentiality**

The Accounting and Office Administration Coordinator has access to files and records of all Center employees. Much of this information must be managed with the highest level of discretion. Within the many aspects of this position, confidentiality in regard to finances which must also be treated with a similar level of discretion.

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Company Description