



PR/086537 | Accounting Manager - Japanese skills preferred

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1514601

業種

その他

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年01月07日 10:40

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

A Nonprofit Organization is seeking an Accounting Manager (or Senior Accountant).

* Position may be filled as a Manager or Senior Accountant based on applicable experience

RESPONSIBILITIES

- Accounting Operations:

Manage and oversee the daily operations of the accounting (bookkeeping), including accounts payable/receivable, general ledger, payroll, and financial reconciliations.

Ensure accurate and timely recording of all financial transactions.

- Internal Controls & Compliance:

Establish, implement, and monitor internal controls to safeguard company assets.

Ensure compliance with tax laws, regulations, and filing requirements.

Coordinate external audits and provide necessary documentation.

- Team Leadership:

Supervise, mentor, and develop a team of accounting staff.

Assign tasks, set goals, and monitor team performance.

Conduct regular performance reviews and provide training opportunities.

- Process Improvement:

Identify opportunities to improve accounting processes and systems.

Lead the implementation of new accounting tools or software to enhance efficiency.

- Budgeting and Forecasting:

Collaborate with leadership to develop annual budgets.

- Financial Reporting:

Prepare and analyze monthly, quarterly, and annual financial statements.

Ensure compliance with Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).

Oversee the preparation of management reports, budgets, and forecasts.

REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or a related field. A master's degree is preferred.
- 3+ years of accounting experience, with at least 2 years in a supervisory role.
- Familiarity with accounting software (e.g., QuickBooks, SAP, NetSuite) and advanced proficiency in Microsoft Excel.
- Strong analytical and problem-solving skills.
- Excellent organizational and time-management abilities.
- Strong attention to detail and accuracy.
- Effective communication and leadership skills.
- Comprehensive understanding of GAAP, IFRS, and tax regulations.
- Experience with financial analysis, budgeting, and forecasting.
- Ability to read/write/communicate in Japanese is preferred, but not required

SALARY & Benefits

USD \$70,000 - \$100,000 DOE and discretionally bonus

OTHERS

Work location: Midtown, NY

Full-time position, typically in an office setting.

Work hours: Mon – Friday, 9AM – 5PM or 10AM – 6PM

May require extended hours during month-end, quarter-end, and year-end closings.

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

会社説明