

Job Details			
Job Title:	Accounting Manager	Department:	Finance
Location:	Tokyo	Job Level	E2
Reporting			
Reports To	Senior Manager, Finance		
Subordinates	5 people		
Position Summary			
<p>We are looking for an excellent Accounting Manager who can lead and motivate accounting members and increase department accuracy and efficiency. Accounting Manager will delegate, supervise, participate in hands-on accounting department tasks and oversee the recording, tracking, and reporting of financial information. He/She will also motivate accounting members to maintain department controls and procedures to ensure that the department operates efficiently without sacrificing accuracy.</p> <p>To succeed as an Accounting Manager, he/she should be analytical, detail-oriented, hands on and team player. The ideal Accounting Manager should possess excellent leadership and interpersonal skills, a strong understanding of accounting/ internal control principles, and open minded to drive the transformation within the organization.</p>			
Duties and Responsibilities			
<ul style="list-style-type: none"> Financial Accounting & Reporting (60%): Lead the team to prepare the periodic financial reports in SAP ECC & S/4 HANA according to US GAAP, ensure timely statutory reporting and filling of local GAAP accounts. Collaborate closely with HQ Team in order to ensure the correct reporting for consolidation purposes and fulfill the month end closing package given by the HQ team. <p>Lead and Supervise team members to complete the reconciliations of subledgers to the general ledgers, including but not limited to inventory, cash, AR, and AP. Supervise periodic stock takes. Provide guidance and training to team members on accounting topics.</p> <ul style="list-style-type: none"> Corporate Compliance (5%): Monitor SOX compliance, further develop internal control framework and policies, collaborate with internal and external auditors. Treasury (10%): Responsible for cash management. Weekly cash forecast reporting to HQ team, Cash reconciliation on a monthly basis and internet banking administrator. Tax (5%): Responsible for tax in general: support in tax audits, liaise with external tax advisors to prepare the annual tax returns and tax provisions, ensure transfer pricing compliance. Digital Transformation (10%): Identify any potential improvement opportunities within the accounting related processes and drive changes for better. Team Management (10%): Accounting manager is expected to do the people management of the accounting team in the future (depending on the past people management experience, the timing of this will be considered) 			
Qualifications and Experiences			
Education & Training	<ul style="list-style-type: none"> Bachelor's degree in accounting or finance 		
Skills & Abilities	<ul style="list-style-type: none"> Ability to prioritize and manage multiple tasks in a fast-paced environment Excellent leadership and interpersonal skills with the ability to effectively communicate to lead the accounting team and other stakeholders Strong analytical skills and the ability to interpret complex financial data 		
Knowledge & Experiences	<ul style="list-style-type: none"> Minimum 5 years of experience in accounting Experience in US GAAP/JGAAP, SOX and Local Tax management Experience in SAP R/3, S/4HANA or similar ERP systems and Hyperion 		
Languages	<ul style="list-style-type: none"> Fluent Japanese and English 		
Preferable Qualifications and Experiences			
<ul style="list-style-type: none"> Experience in a supervisory role/Team lead is a plus Experience to lead internal projects in the past (i.e. System implementation, Process reengineering) is a plus 			