



Accounting Manager (10M ~ 11M negotiable), Bonus: 15%

9:00~17:30, No manager experience needed

Job Information

Recruiter

iWill Capital G.K.

Job ID

1217459

Division

Accounting & Finance

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 11 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:00 ~ 17:30 (7 1/2 hrs), 1 hour break.

Holidays

土、日、祝日 | Paid holiday: November (3 days), December (2 days)

Refreshed

May 11th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 10%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Position Summary

To provide accounting services to client's real estate funds. Responsible for day-to-day level accounting in monthly, quarterly, and annual client's reporting. To support in coordination with the consolidation team in Hong Kong for group reporting purpose and responsible for day-to-day client's relationship management and assist new business onboarding.

- Prepare monthly, quarterly, and end-year financial reporting under Japan GAAP, and oversee accounts payable/receivable, cash receipts, general ledger, revenue and expenditure variance analysis, balance sheet accounts variance analysis, capital assets reconciliations, trust and lender account statement reconciliations, and debt activity
- Monitor and analyze accounting data and produce financial reports and statements
- Coordination with client's appointed auditors. Corporate secretary, fund administrators and all other counter parties both internally and externally to provide full support functions to client. Maintain and create strategic relationship with other external service providers.
- Coordinate completions of annual audits, tax returns and statutory reporting by required deadlines
- Improve systems and procedures, and initiate corrective actions

Required Skills

Necessary Skills

- Minimum 3 ~ 5 years of accounting/finance professional experience, J GAAP and Japan Tax regulations, and IFRS knowledge is a plus
- Native Japanese and business level English (at least in terms of writing and reading skills) is a must
- BA degree in Accounting or Finance
- Good excel skills is a must, experience in Yardi is a plus
- Strong organizational and analytical skills
- Ability to provide efficient, timely, reliable, and courteous service to customers
- Work under pressure with tight deadline
- Excellent written and verbal communication and interpersonal skills with a customer service focus
- Must be very hands-on, self-starter and proactive with a strong sense of responsibility
- CPA is a plus but not a must

Benefits

- OVERTIME WORK (時間外労働): Limited
- AVERAGE MONTHLY OT (残業月平均): About 40hrs January / February
- SOCIAL INSURANCE (加入保険): 健康保険、厚生年金、雇用保険、労災保険
- HOLIDAYS (休日): 土、日、祝日 Paid holiday: November (3 days), December (2 days), January (2022): +11 days
- OTHER (その他): 9M ~ 10M (negotiable based on experience), Bonus: 15% of annual salary (April), RELO club benefits

Company Description

iWill Capital is a Human Capital Management firm established in 2010. Over the years we have supported numerous multinational clients fill their key positions to help improve their business, and have supported bilingual job seekers enrich their careers predominantly in Tokyo and the greater Asia region.

We partner with our customers to define what top level service means to them, bringing true value and insight into ongoing market changes. We aim to be the first choice in our industry, delivering not only in depth consultation, but event changing results.