



Associate Director, Fund Accounting

Job Information

Hiring Company[SS&C Technologies Holdings](#)**Subsidiary**

SS&C Technologies

Job ID

1523926

Division

Fund Accounting

Industry

Other (IT, Internet, Gaming)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 4th, 2025 12:01

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Title: Associate Director, Fund Accounting**Country:** Japan**Language:** Japanese Language proficiency is Mandatory**Work Model:** Hybrid [6-8 days' work from office in a month]

Job Description

- Prepares a variety of fund reports for clients including: cash forecasts, Net Assets Values (NAVs), yields, distributions, reconciliation, and other fund accounting output.
 - Updates and reviews trading, general ledger activity and pricing of funds.
 - Prepares and reconciles trial balances for assigned funds and prepares reconciliation of fund records to custodians and transfer agents.
 - Reviews complex investments and/or funds which may include international, fixed income, or derivatives securities.
 - Manager of staff leaders for multiple departments, or manager of professionals who work on issues that require in-depth knowledge or specialized skills. Exercises wide-latitude to make decisions to achieve defined goals.
 - Establishes operational objectives and provides strong tactical leadership. Coordinates with senior management or executives on critical cross-departmental or functional issues, removing barriers to operational success.
 - Participates in the development and implementation of company policies. Accountable for the results of one or more departments.
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Required Skills

- Minimally requires a Master's degree and 10 years of related experience, or Bachelor's degree and 12 years of related experience, or high school degree and 14 years of related experience.
 - Japanese Fluency is mandatory.
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Company Description