



アシスタント会計マネージャー | Assistant Accounting Manager

会計×英語力を活かす | ハイブリッド勤務 | US GAAP/JGAAP

Job Information

Recruiter

Advisory Group K.K.

Job ID

1542135

Industry

Apparel, Fashion

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

成長中のリテール企業で、経理・財務の中核を担うポジション

グローバルに展開する外資系リテール企業にて、Assistant Accounting Managerを募集しています。US GAAP・日本基準の両方に携わりながら、財務プロジェクトや内部統制、税務まで幅広い領域に関与できるポジションです。フレキシブルな働き方も可能です。

勤務形態

- ・ ハイブリッド勤務（出社＋在宅の組み合わせ）

- インターナショナルな環境

主な業務内容

1. 経理・財務報告

- 日々の経理業務全般の管理
- 月次・年次決算のリード
- US GAAPおよび日本基準での財務報告対応

2. 資金管理・キャッシュフロー

- 売掛金・買掛金の管理
- 為替や資金ニーズの調整
- 適切な資金繰りの計画と実行

3. 内部統制・コンプライアンス

- 効果的な内部統制の導入と維持
- 法令および社内ポリシーへの準拠の確保

4. 税務対応

- 各種税務申告および移転価格対応の実施
- 税理士・社内関係者との連携による申告スケジュール管理と戦略調整

5. 財務プロジェクト

- コーポレートやリージョン主導の財務プロジェクトへの参加または主導
- 業務改善や自動化、効率化に向けた提案と実行

Be a Key Player in Finance at a Global Retail Company

Assistant Accounting Manager **Hybrid Work / International Culture / Broad Financial Scope**

Step into a pivotal role at a globally recognized retail brand. As Assistant Accounting Manager, you'll manage a wide range of financial operations—from daily accounting and cash flow to internal controls, tax compliance, and process improvement initiatives. The role offers hands-on responsibility in both US GAAP and JGAAP environments, as well as visibility across global and regional teams.

Work Style

- Hybrid work model (office + remote)
- International and collaborative workplace

Key Responsibilities

1. Accounting & Financial Reporting

- Manage daily accounting operations
- Lead month-end and year-end closing
- Ensure compliance with US GAAP and Japan GAAP

2. Treasury & Cash Flow Management

- Oversee accounts receivable and payable
- Manage local funding and currency needs

- Ensure accurate cash flow planning and execution

3. Internal Controls & Compliance

- Implement and maintain strong internal controls
- Ensure adherence to local regulations and corporate policies

4. Taxation

- Manage tax compliance, including transfer pricing
- Coordinate with tax advisors and stakeholders to meet deadlines and align strategies

5. Finance Projects

- Lead or participate in corporate/regional finance initiatives
- Identify process improvements and contribute to automation and efficiency projects

Required Skills

応募資格・スキル (Japanese)

学歴・資格

- 会計・財務・商学系の学士号
- CPAまたはそれに準ずる資格をお持ちの方歓迎

職務経験

- 経理または監査業務での実務経験5～8年程度

スキル・コンピテンシー

- 部門を超えて連携できる優れたコミュニケーション力
 - プロセス志向で、継続的な改善に意欲的なマインドセット
 - ERPシステム（SAP）の使用経験がある方歓迎
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Qualifications & Skills (English)

Education & Certification

- Bachelor's degree in Accounting, Finance, or Commerce
- CPA or equivalent certification preferred

Professional Experience

- 5 to 8 years of hands-on experience in accounting or auditing

Skills & Competencies

- Strong communication and interpersonal skills
 - Process-oriented and results-driven, with a continuous improvement mindset
 - Familiarity with ERP systems, especially SAP, is a plus
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Company Description