



[Global Working Environment & Culture] Accountant

Permanent Position + Use English

Job Information

Hiring Company

ITW PP&F JAPAN

Job ID

1543636

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Osaka Prefecture, Suita-shi

Salary

4.5 million yen ~ Negotiable, based on experience

Refreshed

August 25th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Business Unit: ITW Performance Polymers & Fluids Japan (East Asia Division)

Position: Accountant

Reports To: Finance Supervisor

Location: Esaka, Osaka, Head Office

This is an excellent opportunity for an individual seeking to advance their accounting career within a global environment (Japan/US GAAP).

Key Responsibilities

This position primarily assists the Finance Supervisor with the following duties:

1. Accurately and promptly enter daily journal entries into Microsoft Dynamic NAV, ensuring supporting documentation is thoroughly checked.
2. Oversee the month-end, quarter-end, and year-end closing processes, ensuring timely and accurate completion.
3. Manage General Ledger (GL) accounts, ensuring accuracy and timeliness, including inventory, sales, fixed assets,

and purchase modules.

4. Collaborate with the Customer Service team to effectively manage working capital (Inventory & Accounts Receivable).
5. Prepare daily transactions and payments, including cash and travel expenses (using Concur).
6. Manage Accounts Payable (AP), Accounts Receivable (AR), and intercompany transactions.
7. Assist the Finance Supervisor in preparing corporate tax filings in cooperation with the contracted CPA, including Deferred Tax Assets (DTA), temporary differences, and fixed asset accounting (Tax and Accounting).
8. Work closely with the Finance Supervisor to report Flash OL (mid-month to end- of-month), monthly segmented Profit & Loss (OSFS), and actual results submissions to the U.S. within three days.
9. Conduct price and cost analysis, SG&A analysis, and monthly variance analysis to ensure financial accuracy and performance.
10. Perform annual spending data analysis and submit findings accordingly.
11. Prepare for internal audits and provide feedback on audit findings to relevant departments for corrective action.
12. Support ERP users by facilitating communication with system engineers as necessary.
13. Plan, implement, and improve accounting/reporting flows and processes to enhance efficiency or ensure effective control as needed.
14. Oversee lease contract management for company vehicles, IT equipment, mobile phones, and PC purchases.
15. Handle general affairs and office management tasks, including renewal of property leases, auto leases, insurance, as well as the approval process, and management of PC/mobile phone orders and document management.
16. Prepare and set up devices such as mobile phones and PCs for new employees, ensuring smooth onboarding.
17. Seek approval for, and update, insurance related to office premises, vehicles, and warehouse assets.
18. Manage office equipment, including phones, multifunctional machines, Wi-Fi, and servers, in collaboration with IT teams in Korea.

Required Skills

Skills and Competencies

- Strong written and verbal communication skills in English are required.
- Proficiency in Microsoft Office (Word/Excel) is essential, with experience in Microsoft Dynamic NAV preferred.
- Knowledge of US and Japanese GAAP is required; experience with annual, quarterly, and monthly closing and reporting in a foreign-affiliated company is preferred.
- Exceptional organizational and time management skills are essential.
- Strong interpersonal and relationship-building abilities are required.
- A proactive, challenge-oriented mindset is necessary for adapting to new environments and assignments.
- US CPA qualification and experience in IT are a plus.

This role offers the opportunity to thrive in a dynamic and globally oriented accounting environment while contributing to the continued success and growth of ITW Polymers & Fluids Japan.

Company Description