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ITW

[Global Working Environment & Culture] Accounting Assistant

Permanent Position + Use English

Job Information

Hiring Company
ITW PP&F JAPAN

Job ID
1543732

Industry
Chemical, Raw Materials

Job Type
Permanent Full-time

Location
Osaka Prefecture, Suita-shi

Salary
4 million yen ~ Negotiable, based on experience

Refreshed
August 18th, 2025 09:00

General Requirements

Minimum Experience Level
Over 1 year

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, ncluding 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

• Basic knowledge of aaccounting principles and bookkeeping processes.
• Proficiency in Microsoft Office (especially Excel and Word).
• Familiarity with ERP systems (e.g., Microsoft Dynamics NAV) is a plus.
• Business-level Japanese and basic English communication skills.
• Strong attention to detail and good organizational skills.
• Willingness to learn and take on new challenges in a global environment.
• A quick learner and an effective worker with a well-maintained personality.
Preferred:
• Experience in a multinational or bilingual work environment.
• Japanese accounting qualification (Boki) and TOEIC score holder.

Company Description