



Financial Senior Analyst ... 経理担当募集 / 若手活躍中 / 米国本社 / 携帯保証関連事業の成長企業

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Job Information

Hiring Company

[Assurant, Inc.](#)

Job ID

1546199

Industry

Other (Banking and Financial Services)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chuo Line Rapid (Takao-Tokyo) Station

Salary

Negotiable, based on experience

Work Hours

9:00~17:30 (実労働7時間半、休憩1時間) ※フレックス勤務制度あり

Holidays

完全週休二日制 (土、日)、祝日、年末年始 等

Refreshed

July 25th, 2025 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Purpose

To support Assurant Japan KK' accounting process (booking, period closing, tax filing, audit support) as well as Assurant Japan FP&A tasks (quarterly reporting/analytics, KPI updates, data collection for presentation, business planning, and data input to planning system)

Primary Job Accountabilities/ Responsibilities

Accounting 70%

- 10% daily process: reviewing journal entries (including cash disbursements) prepared by temp staff, reviewing, performing Oracle processing/set-up tasks.
- 30% closing work: preparing closing/adjusting entries for all programs run by Assurant Japan KK, closing tasks around Oracle, reviewing Balance Sheet reconciliations prepared by temp staff, preparing quarterly reporting package and responding to ad hoc requests/questions from the home office.
- 10% billing: preparing invoices to the client and insurance company
- 20% project-base tasks if any (accounting automation, Oracle implementation, accounting process set-up for new programs).

Finance 30%

- Assist preparation of outlook/forecast/plan.
- Assist quarterly analytics package (variance analyses between actual and outlook/forecast/plan/Prior Year) for both QTD and YTD.
- Compile KPI data for respective business.
- Assist preparation for various presentation slides.
- Input forecast/plan data into an enterprise planning application.

Required Skills

Required Experience, Skills, and Knowledge

- 5+ years of experience in accounting and finance.
- College degree in related field (Business, Accounting, Economics, Finance).
- Experience working in multinational fast-paced environment.
- Business level ability to speak, read and write English and Japanese.
- This position interacts with other functions in the organization so communication and interpersonal skills are must.
- Understanding of US GAAP.
- Ability to manage his/her own tasks to meet deadlines without supervision.
- High analytical ability is required as the ultimate goal is to provide inputs to business decisions.

Preferred Experience, Skills, and Knowledge

- Accounting related certification is a plus (US CPA is highly welcome).
- Working knowledge of Oracle.

Any posted application deadline that is blank on a United States role is a pipeline requisition, and we'll continue to collect applications on an ongoing basis.

Any posted pay range considers a wide range of compensation factors, including candidate background, experience, and work location, while also allowing for salary growth within the position.

Company Description