



PR/086665 | Audit Manager (Japanese / English bilingual preferred)

Job Information

Recruiter

JAC Recruitment USA

Job ID

1547858

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 20th, 2025 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A CPA firm is seeking an Audit Manager.

RESPONSIBILITIES

- Apply academic training and professional experience in accounting and auditing to review, examine and analyze accounting records, workpapers, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards for finalizing client documents.
- Research and interpret accounting laws on complex issues and questions arising from client transactions.
- Review all work by engagement team members before submission to engagement executives.
- Lead and manage multiple, concurrent assurance engagements with various teams and meet scheduled deadlines.

- Build client satisfaction by leading client meetings, providing timely and effective responses to requests and concerns, and providing consultation on all accounting matters.
- Supervise audits of internal control over financial reporting including J-sox.
- Serve as main contact to clients. Ensure clients are satisfied with our services and identify opportunities to provide additional professional services.
- Demonstrate a broad, deep understanding of accounting and assurance concepts, actively pursue increased knowledge through client assignments, and keep abreast of current accounting and auditing developments.
- Provide leadership, supervision and support to the engagement team and promote open communication with engagement executives.
- Coordinate all phases of engagements with engagement executives, including execution of the engagement letter, communicating with the client, staffing requirements, job planning, and scheduling.
- Exercise independent judgment by making decisions related to engagements, including assessment of engagement risks, determining which procedures to perform to arrive at a desired level of assurance, and evaluating evidence.
- Collaborate with engagement team and executives in resolving client issues and make recommendations for any legal, regulatory and accounting issues that arise during attestation engagements.
- Work with engagement executives to negotiate fees and manage effective billing and collections.
- Develop overall engagement budgets; responsible for billing and realization on assigned clients; explain variances.
- Promote positive working relationships within a diverse work environment and ensure all team members are treated with respect.
- Monitor engagement team's use of technology and make recommendations for efficiency where appropriate.
- Motivate Staff and Seniors; train and coach them to further their professional development.
- Review and evaluate Staff and Seniors' work and provide timely performance feedback.

REQUIREMENTS

- Undergraduate degree in Accounting or related field from an accredited college/university.
- A CPA license
- Minimum 5+ years of financial statement audit experience in a public accounting firm.
- Audit Manager experience is a plus.
- Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP), U.S. Generally Accepted Auditing Standards (GAAS), and Statement on Standards for Accounting and Review (SSARS).
- Strong accounting and analytical skills.
- Strong computer skills: proficiency in Accounting software, Excel, Word.
- Excellent interpersonal, oral and written communication skills.
- Business level proficiency in English required – Dual business level proficiency in Japanese preferred.
- Detail-oriented and able to multi-task.

SALARY & Benefits

USD \$100,000 - \$120,000 DOE and discretionally bonus

OTHERS

Work location: Teaneck, NJ (Hybrid - working in the office at least once a week)

#LI-JACUS #LI-US #countryUS

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

Company Description