



## 【Controllers Manager】 @ Global Joint Venture

### Job Information

**Recruiter**

SPOTTED K.K.

**Job ID**

1556153

**Industry**

Internet, Web Services

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7.5 million yen ~ 10 million yen

**Refreshed**

September 8th, 2025 00:00

### 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

**Key Responsibilities**

- Lead monthly, quarterly, and annual closing processes in collaboration with outsource vendors using OBIC7 and Excel
- Manage MCDR and TMKs from an accounting perspective
- Handle Accounts Payable (AP) and Accounts Receivable (AR) processes, including invoice verification, payment instructions, and GL coding (50–60% of recurring tasks)
- Review financial statements prepared by outsource vendors (monthly/quarterly) and provide guidance on accounting treatment (JGAAP/USGAAP)

- Support budgeting (quarterly/annual) and perform variance analysis (monthly)
- Prepare lender reporting, including DSCR tests and waterfall analysis

(monthly/quarterly/annually)

- Approve employee expense reimbursements via TOKIUM
- Conduct accounting analysis for new or ad-hoc transactions
- Review tax filing documents

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## Required Skills

### Experience:

- 5–6+ years of accounting or financial audit experience
- Nissho Boki 3rd grade certification required

### Skills:

- Native-level Japanese
- Business-level English (TOEIC 750+ or equivalent)
- Intermediate to advanced Excel proficiency
- Proactive, self-starter, team-oriented, and sociable
- Detail-oriented with the ability to multitask and handle irregular requests
- Quick learner, capable of flexible decision-making

### Preferred Qualifications

- Knowledge of fixed asset accounting
- 2–3 years of SPC accounting experience
- Experience in Big 4 accounting firms or equivalent
- JCPA or Japanese Tax Accountant qualification

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## Company Description