



Assistant Finance Accounting Manager

アナログ・デバイス株式会社での募集です。 管理会計のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

アナログ・デバイス株式会社

Job ID

1598338

Industry

Electronics, Semiconductor

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 12 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 土日祝日、夏休み (...)

Refreshed

June 25th, 2026 16:58

General Requirements

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

【求人No NJB2389541】

■Role Summary:

The Assistant Finance Accounting Manager will support end to end accounting and finance operations. This role is hands on and operational with responsibility across general accounting statutory compliance month end close and coordination with shared service teams. The position is intended to be a key pipeline role for future finance leadership in Japan.

■Key Responsibilities:

Accounting Financial Operations

Support monthly quarterly and annual close activities ensuring accuracy and timeliness.
Review and analyze general ledger balances journal entries and account reconciliations.
Coordinate with shared service and internal teams on accounting entries AP AR and intercompany transactions.
Assist in monitoring cash flow forecast bank balances and payment activities.

Statutory Compliance

Support preparation and review of local statutory filings including:

- Corporate income tax
- Consumption tax (JCT/VAT)
- Business tax Property Tax and withholding tax
- Statutory Certificate for Stock Based Compensation Filing

Liaise with external tax advisors internal auditors and local counterparty accountants in Japan.
Ensure compliance with ADI internal controls accounting policies and documentation standards.

Intercompany Regional Coordination

Manage and reconcile intercompany balances and charges with regional and corporate entities.
Support reporting requirements for APAC and Corporate finance teams.
Participate in process alignment and improvement initiatives across Japan and APAC or Corp. Finance.

Systems Process Improvement

Work with SAP S/4HANA BlackLine and other finance systems used by Japan office.
Identify opportunities to improve efficiency automation and controls in finance processes.
Support implementation of new finance tools policies or process changes.

People Development

Act as a key team contributor within the small Japan finance team.
Develop deep understanding of our operations to become a future successor / backup for critical finance activities.
Provide support and guidance to junior or contingent finance staff as needed.

Required Skills

■Required:

Bachelor's degree in Accounting Finance or related field.
5 ~ 8 years of experience in accounting or finance preferably in:
Multinational companies
Manufacturing / technology industry (Preferred)
Solid understanding of Japanese accounting standards tax and statutory requirements.
Experience working with ERP systems (SAP preferred) .
Fluent Japanese (business level or above) .
Business level English in written and verbal communication for regional and corporate communication.

■Preferred:

Exposure to US GAAP and multinational reporting environments.
Prior experience coordinating with shared service centers.
Experience in Corporate Income Tax Filing
Experience in process improvement or system implementation projects.

Company Description

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