

PR/087722 | Assistant Accounting Manager

Job Information

Recruiter
JAC Recruitment USA

Job ID
1616814

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY
A leading Japanese food manufacturer is seeking an experienced Assistant Accounting Manager to join its growing U.S. team. This is a hands-on leadership opportunity responsible for accounting operations, month-end close, staff supervision, and ERP implementation, with significant exposure to both U.S. management and Japan headquarters.

RESPONSIBILITIES

- Lead day-to-day accounting operations, including AP/AR, cash applications, billing reviews, customer credit memos, and banking activities.
- Manage month-end close processes, including journal entries, accruals, prepaid expenses, inventory-related adjustments, reconciliations, and financial reporting.
- Prepare audit-ready financial statements, balance sheet reconciliations, and general ledger analyses in compliance with U.S. GAAP, while supporting annual audits and tax-related activities.
- Play a key role in the company's ERP transition from QuickBooks Desktop to Microsoft Dynamics 365 Business Central, including data migration, reporting validation, and process improvements.
- Calculate and reconcile sales commissions, trade rebates, freight and warehouse-related costs, ensuring accuracy across multiple business channels.
- Supervise, mentor, and develop accounting staff through ongoing training, regular meetings, and performance

support.
- Partner closely with cross-functional teams including Sales, Logistics, and Marketing to support business operations, resolve accounting issues, and improve processes.
- Contribute to additional projects and initiatives that support the continued growth of the organization.

QUALIFICATIONS
- Bachelor's degree in Accounting, Finance, or a related field; CPA or CPA candidate preferred.
- 6+ years of progressive accounting experience, including month-end close, general ledger accounting, financial reporting, and balance sheet reconciliations.
- Prior experience leading or supervising accounting staff, with the ability to mentor team members and support departmental growth.
- Strong knowledge of U.S. GAAP, internal controls, accrual accounting, and audit support.
- Experience with ERP systems and accounting process improvements; exposure to Microsoft Dynamics 365, NetSuite, SAP, or similar platforms is highly preferred.
- Advanced Excel skills and strong analytical, organizational, and problem-solving abilities.
- Self-motivated professional with a continuous improvement mindset and the ability to work cross-functionally in a fast-paced environment.

SALARY USD 95,000 - 115,000 + Discretionary Bonus

LOCATION Torrance, CA

WORK STYLE Onsite

BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

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.

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Company Description