



## [Global Working Environment & Culture] Accounting Assistant

**Permanent Position + Use English**

### 募集職種

#### 採用企業名

株式会社ITW パフォーマンスポリマーズ&フルイズ ジャパン

#### 求人ID

1543732

#### 業種

化学・素材

#### 雇用形態

正社員

#### 勤務地

大阪府, 吹田市

#### 給与

400万円 ~ 経験考慮の上、応相談

#### 更新日

2025年08月25日 01:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

**Business Unit:** ITW Performance Polymers & Fluids Japan (East Asia Division)

**Position:** Accountant

**Reports To:** Finance Supervisor

**Location:** Esaka, Osaka, Head Office

This is an excellent opportunity for an individual seeking to advance their accounting career within a global environment (Japan/US GAAP).

#### Key Responsibilities

This position primarily assists the Finance Supervisor with the following duties:

1. Accurately and promptly enter daily journal entries into Microsoft Dynamic NAV, ensuring supporting documentation is thoroughly checked.
2. Oversee the month-end, quarter-end, and year-end closing processes, ensuring timely and accurate completion.
3. Manage General Ledger (GL) accounts, ensuring accuracy and timeliness, including inventory, sales, fixed assets,

and purchase modules.

4. Collaborate with the Customer Service team to effectively manage working capital (Inventory & Accounts Receivable).
5. Prepare daily transactions and payments, including cash and travel expenses (using Concur).
6. Manage Accounts Payable (AP), Accounts Receivable (AR), and intercompany transactions.
7. Assist the Finance Supervisor in preparing corporate tax filings in cooperation with the contracted CPA, including Deferred Tax Assets (DTA), temporary differences, and fixed asset accounting (Tax and Accounting).
8. Work closely with the Finance Supervisor to report Flash OL (mid-month to end- of-month), monthly segmented Profit & Loss (OSFS), and actual results submissions to the U.S. within three days.
9. Conduct price and cost analysis, SG&A analysis, and monthly variance analysis to ensure financial accuracy and performance.
10. Perform annual spending data analysis and submit findings accordingly.
11. Prepare for internal audits and provide feedback on audit findings to relevant departments for corrective action.
12. Support ERP users by facilitating communication with system engineers as necessary.
13. Plan, implement, and improve accounting/reporting flows and processes to enhance efficiency or ensure effective control as needed.
14. Oversee lease contract management for company vehicles, IT equipment, mobile phones, and PC purchases.
15. Handle general affairs and office management tasks, including renewal of property leases, auto leases, insurance, as well as the approval process, and management of PC/mobile phone orders and document management.
16. Prepare and set up devices such as mobile phones and PCs for new employees, ensuring smooth onboarding.
17. Seek approval for, and update, insurance related to office premises, vehicles, and warehouse assets.
18. Manage office equipment, including phones, multifunctional machines, Wi-Fi, and servers, in collaboration with IT teams in Korea.

## スキル・資格

### Skills and Competencies

- Basic knowledge of accounting principles and bookkeeping processes.
- Proficiency in Microsoft Office (especially Excel and Word).
- Familiarity with ERP systems (e.g., Microsoft Dynamics NAV) is a plus.
- Business-level Japanese and basic English communication skills.
- Strong attention to detail and good organizational skills.
- Willingness to learn and take on new challenges in a global environment.
- A quick learner and an effective worker with a well-maintained personality.

Preferred:

- Experience in a multinational or bilingual work environment.
- Japanese accounting qualification (Boki) and TOEIC score holder.

## 会社説明