



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。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

アナログ・デバイス株式会社

求人ID

1613424

業種

電気・電子・半導体

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1200万円

勤務時間

09:00 ~ 17:30

休日・休暇

【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（…

更新日

2026年09月17日 17:36

応募必要条件

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

【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.
 Develop deep understanding of our operations to become a future successor / backup for critical finance activities.
 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.

スキル・資格**■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.

会社説明

■半導体IC製品の開発・製造・輸入及び販売・市場調査オペアンプ、A/D・D/Aコンバータ、デジタル・シグナルプロセッサなど