Job Title: Accounting Manager

Job Type: Full-Time

Overview:

The Accounting Manager is responsible for overseeing and managing daily accounting operations, ensuring financial accuracy, compliance with regulations, and contributing to strategic financial planning. This role supervises the accounting team, ensuring efficient operations and timely reporting, and plays a key role in budget management, audits, and financial analysis.

Core Responsibilities:

* Oversee month-end and year-end close processes, ensuring accurate and timely completion.
* Prepare financial statements in compliance with regulatory guidelines and company policies.
* Analyze financial data to support budgeting and forecasting efforts.
* Prepare reports for management that provide insights into the company's financial performance.
* Supervise and mentor accounting team members, fostering a collaborative and growth-oriented environment.
* Set goals and provide regular performance feedback, identifying development opportunities.
* Conduct training sessions to improve team skills in accounting practices and software.
* Ensure compliance with accounting standards, tax regulations, and internal policies.
* Coordinate internal and external audits, ensuring timely resolution of audit findings.
* Maintain effective internal controls to safeguard company assets.
* Oversee accounts payable and receivable processes, ensuring accuracy and efficiency.
* Develop strategies to optimize cash flow and manage credit risk.
* Review and approve transactions, reconciliations, and adjustments.
* Collaborate with department heads to develop annual budgets and forecasts.
* Monitor budget variances and provide insights to support cost control.
* Assist in strategic planning by analyzing historical financial performance and market trends.
* Lead the implementation of new accounting software or upgrades as needed.
* Identify opportunities to improve financial processes and increase efficiency.
* Maintain accurate documentation and streamline procedures for scalability.
* Ensure compliance with J-SOX requirements by designing, implementing, and monitoring effective internal control systems.
* Conduct regular reviews and testing of financial processes to safeguard accuracy and integrity in financial reporting, and coordinate with auditors to resolve any J-SOX-related issues.

Qualifications:

* Bachelor’s degree in Accounting, Finance, or related field (CPA or CMA preferred).
* 5+ years of progressive accounting experience, with at least 2 years in a supervisory or management role.
* Strong knowledge of GAAP, tax regulations, and financial reporting standards.
* Proficiency in accounting software (e.g., SAP, QuickBooks, Oracle) and advanced Excel skills.
* Excellent analytical, problem-solving, and organizational skills.
* Strong interpersonal and communication skills for team collaboration and stakeholder engagement.
* Fluency in Japanese (spoken and written) is required due to frequent communication with Japanese-speaking clients.
* Extensive knowledge of Japanese business culture and practices is preferred to effectively collaborate with our Japanese parent company.