



## Accounting/ Finance Manager/ Assistant Manager

KDDI

**Job Category:** Accounting/Finance

**Job Source:** nrbjobs.com

### Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Posted On:** 2 Oct 2024

**Application Deadline:** 31 Oct 2024

### Job Context

- KDDI America, headquartered in New York, is the US presence of Japan's KDDI Group, a Fortune Global 500 company and leading provider of international IT and communications services. KDDI America was established in 1989 and started as a telecommunications business supporting Japanese multinationals. We have now evolved into a company that provides networks, data centers, system integration, as well as managed service solutions across all industries. Our ability to customize solutions in a major city offering scalability and service that are unparalleled set KDDI America apart from the competition. We provide Ethernet network uptimes of more than 99.999% between regions and guaranteed high performance no matter where.

### Job Description/Responsibility

- Overseeing accounting function and supporting the accounting department
- Reviews and checks accounting classifications of invoices and schedules for completeness and accuracy
- Records incoming invoices in the general ledger
- Prepares routine A/P reports and coordinates approval of invoices with department managers
- Prepares fixed assets, prepaid expense, loan and accrued expense schedule and posting to the system
- Prepares and posts remittances and disbursements to the general ledger and related worksheets
- Prepares reports such as Sales Progress Report, P&L and Risk Management
- Supports HR function and outside service to record payroll and its related expenses
- Prepares and submits supporting documents to internal and external auditors
- Preparation for semi-annual committee
- Prepares documentation for Board of Directors and Stockholder's Meetings
- Reviews and suggests improvements on the accounting operation and system
- Liaises with internal and external auditors to ensure compliance with relevant statutory requirements and standards
- Provides financial advice on planning and analysis for each department
- Continually reviews work practices and procedures in our ERP system
- Enhance company's accounting system's functionalities and capabilities
- Understands issues and needs by listing them and then discusses feasibility utilizing company's

accounting system including both technical and cost points of views

- Execute and review monthly closing tasks and results by applying overall company's business transaction, USGAPP, IFRS and SEC
- Prepare and supervise preparation of consolidated financial statements including DIVA report and quarterly reports
- Support all financial related tasks for KAM, TIA and all other subsidiaries, also special projects as assigned in a changing and dynamic environment.
- Serves as a knowledge resource for the Accounting team, and the Company concerning all department operations and functions.

### **Education Requirements**

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

### **Experience Requirements**

- No experience is required.

### **Work Area**

- Applicant should have experience of working in the following category(ies): Accounting/Finance

### **Industry Type**

- Experience should include the following skills: IT/Telecommunication

**Address:** Tokyo, Japan, Tokyo, Japan, Japan

**Company Profile:** Telecommunications Services

**Company Website:** <http://www.kddi.com/>