

JOB DESCRIPTION

Department: Administration & Finance Department
Post: Accountant
Classification: General Service
Terms/Conditions: Fixed-term appointment for two years, with possibility of renewal at the end of the term.

Background:

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 20 member countries. With a Secretariat led by the APO Secretary-General located in Tokyo, Japan, the APO contributes to sustainable economic development in the Asia-Pacific region by developing and implementing about 150 programs and projects annually.

General Duties:

The Accountant in the Administration & Finance Department is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements, process payments, and ensure appropriate accounting control procedures. Under the overall direction of the Director, Administration & Finance Department, and the direct supervision of the Administration & Finance Officer, the Accountant is expected to provide these services in an effective, efficient, productive manner to ensure that the operations of the APO run smoothly. Understanding that most tasks are interdependent, it is also essential that the Accountant communicates effectively and cooperates with other staff to achieve optimal outcomes. The Accountant is also expected to cooperate with the Coordinator in general administration affairs and to perform other duties as may be assigned from time to time by the Officer, Director, or Secretary-General.

All APO staff members, while carrying out their duties, are required to observe and comply with the APO's rules and regulations including Staff Regulations and Rules, Project Regulations, Financial Regulations, and all other financial provisions relating to the implementation of APO projects as decided by the Governing Body and the Secretary-General, as well as any other relevant administrative memos.

Responsibilities:

1. Receive and check payment-related documents submitted by departments to ensure their accuracy and compliance with internal/external rules and guidelines and advise other departments on necessary actions where applicable.
2. Manage bank accounts for foreign exchange, deposits, payments, transfers, and remittances; prepare schedules of bank deposits and bank reconciliation statements; maintain cash positions and cash flows; and coordinate and attend to banking-related matters.
3. Maintain a petty cash fund, record disbursements, and prepare summary statements of expenses for reimbursement.

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4. Handle reimbursement of airfares for all participants, resource persons, and APO staff members, including the preparation of payment slips with the necessary approvals from operational departments; record information on receipt of airfare invoices and monthly payments; communicate with national productivity organizations and travel agents; and prepare all related payment documents.
5. Propose and implement ideas to improve the above-mentioned processes.
6. Coordinate with the external payroll vendor to prepare draft payroll calculations and administer APO staff welfare programs such as health insurance, labor insurance, etc.
7. Provide administrative support and work with APO staff, NPOs, experts, or third-party vendors to facilitate and encourage efficient purchase of goods and services according to the relevant rules and regulations and policy guidelines.
8. Process all payments for project costs and administrative expenses and transfer funds via an e-banking system.
9. Prepare journal entries to record in the general/subsidiary journals and ledgers all receipts, deposits, payments, and transfers of funds, including outstanding receivables and payables.
10. Perform periodic balance sheet account reconciliations and take necessary actions.
11. Prepare the draft annual financial statements, including the balance sheets, statement of revenues and expenses, statement of changes in surplus, statement of cash flows, and the accompanying schedules; and attend to the interim/annual audit of accounts by external auditors.
12. Prepare periodic schedules of outstanding receivables from member countries.
13. Maintain files on all accounting and financial documents including updating the asset lists and coordinating a physical inventory check to ensure custody of the assets.
14. Support the Administration & Finance Officer in preparing program- and finance-related documents for the Governing Body Meeting and Workshop Meeting of Heads of NPOs including budget plans, financial estimates, program plans, airfare, and daily subsistence allowance rates.
15. Perform such other duties as may be assigned from time to time by the Administration & Finance Officer, Director, or Secretary-General such as working with other staff to ensure continuous improvements in the finance and accounting procedures and processes.

Minimum Qualifications:

1. A minimum of five years of accounting experience in a mainly English-speaking environment.
2. A Bachelor's degree or equivalent professional qualifications, in accounting, finance, or other related fields.
3. Proficiency in both written and spoken English and Japanese.
4. Exposure to a multicultural work environment.

Preferred Qualifications:

1. Knowledge/experience of international accounting standards and/or USGAAP.
2. Knowledge/experience in the procurement process (from order to payment).
3. Familiarity with software for accounting, e-banking, and financial analysis.
4. BATIC certification, or 2nd grade or higher in the bookkeeping examination, or equivalent professional qualifications.
5. USCPA qualifications will be a strong advantage.
6. Process improvement mindset.
7. Good communication skills.