



Vacancy

Department:	Executive Office
Division:	Finance Division
Post:	Accounting Coordinator
Classification:	General Service
Salary Level:	A competitive salary and benefits package based on experience are offered
Term:	Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications for the position of Accounting Coordinator with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies and hold work permit in Japan.

I. Duties:

Under the overall direction of Director, Executive Office and reporting to the Head, Finance Division, the Accounting Coordinator is responsible for applying accounting principles and procedures, evaluating data and preparing sections of financial reports and statements in an accurate and timely manner, and ensuring the processing of payments and the application of appropriate accounting control procedures.

Specific Duties:

1. Draft sections of annual financial statements, check the validity of supporting documents and provide requested information from external auditors for the interim/annual audits of accounts.
2. Support the Head, Finance Division in preparing finance-related documents for the Governing Body Meetings and Workshop Meetings of Heads of National Productivity Organizations (NPOs) such as budget plans, financial estimates, program plans, airfare, and daily subsistence allowance rates.
3. Verify and record journal entries in the general/subsidiary journals and ledgers all receipts, deposits, payments, and transfers of funds, including outstanding receivables and payables.
4. Receive and check payment-related documents submitted by office/directorates for completeness, accuracy and compliance with internal/external rules and guidelines, and inform other office/directorates of necessary actions where applicable.
5. Process all claims and payments for costs and expenses and transfer funds via an e-banking system.
6. Assist in managing 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 as required.

7. Perform periodic balance sheet account reconciliations and schedules of outstanding receivables and take necessary actions in coordination with the Head, Finance Division.
8. Work with APO staff, NPOs, experts, or third-party vendors to facilitate the efficient purchase of goods and services according to the relevant financial rules and regulations and policy guidelines.
9. 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.
10. Support the Head, Finance Division and work with other staff to ensure continuous improvements in the finance and accounting procedures and processes including supporting digital transformation.
11. Perform such other duties as may be assigned by the Head, Finance Division.

II. Requirements:

1. Experience:

- A minimum of five years of accounting controller assistant experience, preferably in international organizations, government institutions/agencies, the public sector, or large multinational private corporations, applying international accounting standards (IFRS).
- Experience in preparing annual financial reports and familiarity with audit processes.
- Experience in ERP systems (SAP ByDesign, Concur) and e-banking would be an advantage.

2. Education and Certificates:

- A Bachelor's degree or equivalent professional qualifications.
- Nissho Bookkeeping Certificate 2nd grade or equivalent.

3. Mindset:

- Willingness to take on various roles.
- Proactive process improvement mindset.
- Ability to multitask and undertake cross-functional work.
- Consultative, with strong teamwork spirit.
- Attention to quality, accuracy, and detail.

4. Language and Communication Skills:

- Good communication skills in multicultural environments and international settings.
- Proficiency in both spoken and written English and Japanese.

5. Preferred Qualifications:

- BATIC certification, or 2nd grade or higher in the bookkeeping examination, or equivalent professional qualifications.
- USCPA qualifications would be a strong advantage.