Accounting Staff / Senior

Torrance, CA | Hybrid | **Japanese required**

ABOUT THE ROLE

Premier Kaikei LLP supports companies operating across the U.S. and Japan through accounting, audit, tax and advisory services. Help clients maintain accurate books, close their accounts and produce timely financial information.

KEY RESPONSIBILITIES

- Record financial transactions, prepare journal entries and maintain general ledgers. Staff work under manager or senior supervision.
- Prepare bank and credit card reconciliations; support accounts payable and accounts receivable.
- Assist with financial reports, supporting schedules, payroll and related administration.
- Support month-end and year-end closing. Prepare assigned sales tax, property tax and other compliance filings.
- Maintain accurate, organized records, use accounting technology and provide timely, professional client service.
- Assist with other accounting, bookkeeping and consulting projects.

Additional Senior responsibilities

- Prepare monthly, quarterly and annual reports and reconciliations; manage payables, receivables and reconciliation work.
- Assist with payroll compliance; uphold accounting standards and internal procedures; resolve issues with managers.
- Support accounting systems, automation and process improvements. Prepare schedules and respond to audit and tax information requests.

QUALIFICATIONS FOR BOTH LEVELS

- BA/BS in **Accounting, Finance or a related field**, with proficiency in Excel and Microsoft Office.
- Accuracy, attention to detail, communication, problem-solving and organization; ability to work in teams, prioritize tasks and meet deadlines.

Level-specific qualifications, benefits and application details on page 2.

Accounting Staff / Senior

Qualifications, benefits and application

QUALIFICATIONS BY LEVEL

Japanese language skills are required for both levels.

Accounting Staff

- **0-2 years** of accounting, bookkeeping or related experience; basic knowledge of accounting and financial statements.
- Ability to follow instructions and learn quickly.
- QuickBooks Online or other accounting software experience is a plus; CPA eligibility or progress is a plus.

Accounting Senior

- **2-5+ years** in bookkeeping, accounting, outsourced accounting or a related field; strong **U.S. GAAP** and general accounting knowledge.
- Analytical skills; ability to work independently, collaborate and manage multiple client engagements.
- QuickBooks Online or other cloud accounting software experience preferred.
- Payroll and expense management systems experience is a plus. CPA licensure or progress toward a CPA is also a plus.

BENEFITS AND PERKS

- **Health coverage:** Medical, Dental and Vision.
- **Insurance and savings:** Life insurance, Disability insurance, 401(k) match, and FSA or HSA plans.
- **Paid leave:** Paid time off, Paid sick leave and Parental leave.
- **Learning and perks:** Tuition reimbursement, Learning stipend, Career development and Gym membership.

HOW TO APPLY

Email your resume and specify the position you are applying for.

info@premierkaikei.com