Outsourcing 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. Support clients with bookkeeping, financial reporting and day-to-day accounting operations.

Draft role profile: Duties and qualification details are adapted from the Accounting Staff / Senior descriptions.

PROPOSED RESPONSIBILITIES

- Record financial transactions, maintain general ledgers and prepare supporting schedules.
- Support accounts payable, accounts receivable, and bank and credit card reconciliations.
- Assist with payroll processing and related administrative or compliance tasks.
- Support month-end and year-end closing, financial reporting and account reconciliations.
- Prepare sales tax, property tax and other assigned compliance filings.
- Maintain accurate records and assist audit and tax teams with information requests.
- Use cloud accounting tools, support process improvements, communicate professionally with clients and meet deadlines.

Proposed level distinctions

Staff: Support bookkeeping, journal entries, reconciliations, reporting and closing under manager or senior supervision.

Senior: Perform bookkeeping and reporting, manage reconciliations and multiple client assignments, and resolve accounting issues with managers.

PROPOSED QUALIFICATIONS FOR BOTH LEVELS

- BA/BS in Accounting, Finance or a related field.
- Strong written and verbal communication skills.
- Excel and Microsoft Office proficiency, attention to detail, organization and ability to prioritize, meet deadlines and collaborate.

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

Outsourcing Staff / Senior

Qualifications, benefits and application

QUALIFICATIONS BY LEVEL

Japanese language skills are required for both levels.

The experience, education and technical requirements below are proposed.

Staff - proposed

- **0-2 years** in accounting, bookkeeping or a related field.
- Understanding of accounting fundamentals.
- QuickBooks Online or comparable software experience is a plus. CPA eligibility or progress is a plus.

Senior - proposed

- **2-5+ years** in bookkeeping, accounting, outsourced accounting or a related field.
- Strong U.S. GAAP and general accounting knowledge.
- QuickBooks Online or comparable software experience preferred. CPA licensure or progress is 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.

INTERNAL REVIEW

Confirm the proposed role duties and qualification details before publication. Benefits and the Japanese requirement reflect the latest instructions.