

## Job Description: Japan Accounting Manager

### The Top Line

Unchained Labs is building the next cool life sciences instrumentation company and we need a high energy accounting manager to help support our business in Japan. We are looking for an individual who can be the right-hand person to our Japan sales leader. In addition to managing accounting function, we need the person to navigate the import/export process for our instruments into Japan.

Reporting to the Director Finance, your work will include:

### Responsibilities

- Handle daily accounting operations and ensure proper regulatory standards are followed
- Ensure compliance on all tax related matters: including CIT , VAT filings, and other taxes
- Prepare monthly financial reporting package, including P&L and Balance Sheet, to report to the U.S. parent company
- Communicate with U.S.A accounting team monthly, and as needed, to provide updates on operational spending detail
- Forecast cash needs to fund Japan operations
- Interact with customers and suppliers for timely processing of invoices and payments
- Assist with documentation and filing related to import & export activities
- Manage office administrative functions to help maintain smooth operations

### Qualifications

- Degree from University in Accounting or Finance
- 5+ years of experience working for an accounting firm or multi-national company
- Fluent (both written and verbal) in Japanese and English
- Good working knowledge of Japan import/export and tax regulations
- Strong interpersonal, organizational, communication skills
- Ability to solve practical problems and deal with changing variables in uncertain situations
- Proficiency with Microsoft Office applications and ERP systems

Title and compensation will be commensurate with experience level.