

# MITSUAKI WATANABE, CPA

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**Financial Reporting | Auditing & Compliance | Budget Control | Payroll**

**Accounting Standards | Process Improvements**

## PROFESSIONAL EXPERIENCE

**X Inc., City/State, Country**

**19XX - Present**

### Accounting Manager

- Oversaw seven staff, ensured and maintained ethical accounting practices.
- Analyzed financial accounts to provide detailed reports of fiscal health to senior management.
- Coordinated financial transactions with banks and lending institutions.
- Developed and implemented comprehensive operational and financial budgets, and provided accurate monthly reports to control expenditure.
- Supervised staff to ensure consistent quality and addressed employee concerns. Improvements in workplace environment reduced staff turnover by X%.
- Directed team to identify cost savings related to payments, realizing X% increase in discounts earned.

**X Company, City/State, Country**

**19XX - 19XX**

### Staff Accountant

- Supported Accounting Manager in daily financial processing, including monitoring of payroll data, cash receipts, billing, disbursements, expense accounting, and deposits.
- Developed policies and procedures for fiscal management.
- Managed payroll for over X employees; installed automated payroll system, resulting in X% reduction in cost and X% decrease in processing errors.
- Conducted fixed assets analysis to identify opportunities to strengthen assets.
- Prepared monthly, quarterly and annual financial statements preparation consistent with Japan GAAP and filing of tax returns.

### Bookkeeper

- Performed daily and monthly bookkeeping including accounts payable, accounts receivable, general ledger, and fixed assets.
- Assembled documentation for year-end audits, and responded to auditors' inquiries.
- Examined and analyzed accounting entries, bank statements, inventories, expenditures and other accounting and financial records to ensure accuracy and compliance with Japan GAAP.
- Reorganized accounting processes to improve efficiency and boost productivity.
- Created customer follow-up guideline and enforced to encourage regular on-time payments and to increase payment frequency.

## EDUCATION

Bachelor of Science in Economics, Mon. 19XX

X State University, City/State, Country

## CERTIFICATION

Certified Public Accountant, Mon. 19XX

Certificate in Bookkeeping 2nd Grade by Japan Chamber of Commerce and Industry, Mon. 19XX

## SKILLS

Languages - Japanese (Native), English (Business Level)

Computer - QuickBooks, ADP Payroll, MS Word, Excel, and Access