

Job Opportunity at JETRO San Francisco

Accounting & Administration Associate Full-time Position

(Position Information / 募集概要)

Employer: Japan External Trade Organization (JETRO) San Francisco

Location: Hybrid Remote in San Francisco, CA

*At least one day per week in-office attendance at the JETRO San Francisco office is required.
Telework is permitted up to two days per week in accordance with JETRO policies.

Status: Full-Time, Non-Exempt

Work Schedule: 9:00 a.m. - 5:00 p.m., Monday through Friday, including a one-hour unpaid lunch break. Occasional overtime may be required.

Start Date: Early November 2026 (tentative)

(Job Summary / 職務概要)

The Accounting & Administration Associate is responsible for accounting, administrative, human resources, office management, and related functions supporting the operation of JETRO San Francisco.

(Primary Responsibilities / 主な業務内容)

Accounting / 経理・予算関連業務

- Prepare accounting vouchers using JETRO's accounting system and review supporting documents, and perform payment transactions through ACH transfers, check issuance, and other payment methods. (ジェトロ会計システムを利用して経理伝票の作成を行うとともに、証憑書類の審査ならびに銀行 ACH 送金、小切手発行等による支払業務を行う。)
- Compile and prepare accounting-related documents for submission to JETRO Headquarters, including accounting vouchers, financial reports, and accounting audit materials. (ジェトロ本部へ提出する会計関連資料(経理伝票、会計報告、会計審査対応等)の取りまとめを行う。)
- Perform accounting- and budget-related activities of the office. (事務所における経理・予算関連業務を行う。)

Administration, HR & IT Support / 総務・人事・IT 関連業務

- Provide administrative support, including scheduling meetings and appointments, arranging business travel and processing travel expense reimbursements, handling inquiries, office

management, lease administration, document management, inventory management, preparation and consolidation of internal approval requests and reports, data entry, filing, and coordination with JETRO Headquarters regarding administrative matters. (会議日程調整、出張手配・出張旅費精算、各種問い合わせ対応、オフィス管理、賃貸借契約管理、文書管理、物品管理、各種社内稟議・報告書類の起案・取りまとめ、データ入力、ファイリング業務ならびに総務業務に係る本部との連絡調整を行う。)

- Perform human resources administration for employees under the direction of the Executive Director, and support expatriate-related matters, document management, information systems administration, and coordination with external legal and tax professionals. (Executive Directorの指示に従い、職員の人事管理業務を行うとともに、駐在員関連業務、文書管理、情報システム管理業務並びに法務・税務に関する外部専門家との連絡・調整業務を行う。)

Process Improvement / 業務改善

- Promote digitization and streamlining of office operations. (事務所運営に係る業務のデジタル化および業務効率化を推進する。)

(Qualifications / 応募資格)

- Legally authorized to work in the United States and able to maintain valid work authorization throughout employment. (米国で合法的に就労可能であり、雇用期間を通じて有効な就労資格を維持できること)
- Bachelor's degree or higher. (大学卒業以上であること。)
- Minimum two (2) years of experience in accounting, bookkeeping, administration, HR, operations, or related fields. (関連業務経験 2 年以上)
- Business-level proficiency in both Japanese and English. (日英ビジネスレベル)
- Strong Microsoft 365 skills including Excel, Word, Outlook, PowerPoint, Teams, and OneDrive. (Microsoft 365 スキル)
- Demonstrates flexibility, initiative, and a strong commitment to teamwork, with the ability to proactively support a broad range of accounting and administrative responsibilities. (チームワークを尊重し、経理・総務業務全般を臨機応変かつ積極的に対応できること)

(Compensation & Benefits / 給与・福利厚生)

Compensation: \$31.19 per hour + Discretionary Bonus

Benefits: (1) Comprehensive Medical, Dental, Vision, and Life Insurance Coverage (医療保険〔医療・歯科・眼科・生命保険〕) (2) 401(k) Retirement Savings Plan (確定拠出型年金制度〔401(k)〕)

(Background Check / 採用時審査)

Final candidates will be subject to employment, education, and criminal background verification, consistent with applicable federal, state, and local laws.

(Application / 応募方法)

Please complete the application form below and follow the instructions provided in the form. 以下の応募フォームに必要事項をご記入のうえ、フォーム内の案内に従ってご応募ください。

<https://forms.cloud.microsoft/r/x7pJSN1bvA>