

Position Vacancy

## Accounting Assistant - EWA

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Accounting Assistant located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

**OPEN TO:** All interested parties  
**POSITION:** Accounting Assistant  
**OPENING DATE:** March 22, 2016  
**CLOSING DATE:** Until Filled  
**WORK HOURS:** Part Time 40 hours or less /week  
**WAGES:** Ordinarily Resident (OR) 1,030 yen/hour  
Not-Ordinarily Resident (NOR) US\$10.30

### PLEASE NOTE:

1. Only candidates selected for an interview will be contacted.
2. EWA will not sponsor work visas in Japan. Candidates must have or be able to obtain a residency permit that allows sufficient work privilege.
3. This position is not a U.S. Federal Government position.

### BASIC FUNCTIONS OF POSITION:

The EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will assist the Accounting Supervisor with the financial control, functions, and operations to include, but not limited to counting and verifying receivables, maintain records, creating and issuing invoices, collections, and minor book keeping.

### QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required.
2. Prior Work Experience: No work experience required
3. Language Proficiency: Must have a clear understanding and ability to read, and write both English and Japanese
4. Skills: Accurate counting and data entry a must. Good working knowledge and application of Microsoft Office with special emphasis on Excel. Excellent customer service skills.

### SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

### APPLICATIONS MUST INCLUDE:

1. Download EWA application at: [www.ewatokyo.wordpress.com](http://www.ewatokyo.wordpress.com) or send request for application ONLY to [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)
2. Cover letter for job applying for.
3. Any other documentation (e.g. test scores, certificates, awards, copies of degrees earned) that address the qualification requirements.

**SUBMIT APPLICATION TO:**

Employees Welfare Association Admin Office  
10-5, Akasaka 1-Chome  
Minato-ku, Tokyo 107-8420

Or e-mail to: [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)