

# JOB OPENING

## Area Controller

Finance & Record Department, Asia North Area



Your Talents,  
His Work

Find your fit within  
Church Employment

### Responsibilities:

- Ensures compliance with Church financial policies and procedures through active controllership involvement in all financial decisions
- Ensures that all reports and disclosures comply with applicable governmental regulations, professional standards, and organizational policies
- Manages the preparation of accurate and timely financial, accounting, and statistical reports for all operations
- Manages the preparation of financial statements according to policy and accounting standards
- Reviews operations for internal controls (administrative and accounting), gives direction for changes to designated personnel, and maintains the integrity of these controls
- Ensures a high level of financial and management expertise by providing financial training and motivation to employees
- Manages the analysis of financial reports identifying key trends in the business or through subsidiaries
- Creates presentations for Managing Director, Director for Temporal Affairs, Executive Councils and/or Area Presidency
- Advises senior management on new financial reporting requirements
- Safeguards Church financial assets by establishing and monitoring expenditures against these budgets

### Qualifications:

- Hold a valid temple recommend
- Bachelor's degree in business management, accounting, finance, or related field
- CPA (or equivalent) and/or CMA, MBA preferred
- Twelve or more years of business administration and financial operations experience related to the broad requirements of this position
- Proven managerial and interpersonal skills
- Good judgment and problem-solving abilities
- Excellent organizational, presentation, writing, planning, and computer skills
- Knowledge of establishing, forecasting, and controlling of Church operating and projects budgets
- In-depth knowledge of Church financial standards, local rules, and practices
- Excellent understanding of both U.S. and international accounting principles
- Fluency in English, both spoken and written, with the ability to communicate effectively

*Applicants may be accepted even if they do not meet all of the aforementioned qualifications.*

### Job Information:

- Job type: Full-time
- Location: Tokyo, Japan
- Salary: Based on Church policies and procedures
- Deadline: November 24, 2024 (candidates may be interviewed or hired prior to the deadline)
- Starting date: December 2024 (Negotiable)

### Application:

- Please submit your resume and copy of temple recommend from the QR code at right or by clicking the [link](#). Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Sho Sasaki ([sho.sasaki@churchofjesuschrist.org](mailto:sho.sasaki@churchofjesuschrist.org))



# How to Apply

## Before You Apply

### 1. Prepare your membership record number

- You will be required to enter your membership record number
- You can find it on the church website (Account Settings > Account > Profile)
- It also can be obtained from your ward clerk

### 2. Prepare copy of your temple recommend and your resume

## Steps for Application

### 1. Access the Church Employment Webpage

- Click [HERE](#) or scan the QR code \*1



### 2. Click “Apply” and enter valid information into required fields

- Please enter your name in English \*2
- Upload your resume
- Be sure to upload copy of your temple recommend to “MISCELLANEOUS DOCUMENTS” in the application

### 3. Complete your application

- Click “Submit” at the bottom of the page
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## Notes

\*1. You may also go [HERE](#), and enter the Job Posting ID of “**365465**” in the FIND JOBS box and click “ 🔍 ”

FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	🔍
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\*2. The name you put in the top and for the E-Signature must be spelled the same

\*3. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed
- The Church will reserve the right to interview candidates prior to the deadline

## Inquiry

- For inquiries, please contact Sho Sasaki (Human Resources)
- Email: [sho.sasaki@churchofjesuschrist.org](mailto:sho.sasaki@churchofjesuschrist.org)
- Tel: +81-3-4545-3090