



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: June 14th, 2013

Company: Indiana Marujun, LLC
Winchester, IN

Position: J-SOX Coordinator

Purpose of Position:

To support the J-SOX implementation and sustainability of J-SOX compliance.

Other Dimensions:

Direct reports: None

Direct interactions: Reports to the Corporate Compliance Officer and has direct interaction with Sales, Purchasing, Inventory, Finance & IT; interacts intermediately with all Indiana Marujun, LLC (IML) associates.

Principle Responsibilities:

- Based on the knowledge of J-SOX requirements and processes, is responsible for facilitating IML management's documentation updates and completion of management assessment for all in-scope processes. This is accomplished through regular meetings with the Project Management Office (PMO) team to plan the documentation updates and testing of J-SOX controls.
- Tests and analyzes the J-SOX testing results, making recommendations to facilitate management's remediation and/or identification of mitigating controls for all deficiencies.
- Acts as the principal interface with the auditors (in partnership with the Corporate Compliance Officer) both from the Japanese mother company (internal) and IML's external audit team.
- Participates in preparing any and all required J-SOX reporting for external or internal requirements.
- Provides regular updates to the Corporate Compliance Officer, VP, EVP and President regarding the status of the J-SOX testing plans, the issues identified, and the decisions regarding the solutions to address the identified problems.
- Maintains current knowledge regarding changes to J-SOX compliance regulations and ensures that IML adjusts methodologies in response to the changes by issuing guidance and instructions to the appropriate stakeholders and personnel. Determines and recommends improvements to current risk management controls as needed.

- Leads implementation of major special projects and initiatives related to auditing automation software and applications to manage governance tasks and J-SOX financial reporting functions.
- Work closely with business process and sub-process owners to ensure that key controls are designed and operating effectively throughout the year; identify new and changed processes impacting J-SOX controls compliance to ensure that new and changed key controls are identified, documented, and evaluated in a timely manner.
- Other duties as assigned.

Essential Job Functions:

- Sitting (70-80%)
- Reading/Analyzing (75%)
- Multi-tasking (100%)
- Speaking (80%)
- Communication (90%)
- Ability to maintain confidentially (100%)

Performance Measure / Indicators:

- In accordance with the key control items stated in the Division and Company Business Plans.

Required Education, Qualifications, Technical Skills/Competencies:

- Minimum of 3-5 years work experience (can be either external firm with Audit/J-SOX experience or relevant J-SOX experience in private industry).
- Degree in Accounting, Finance or Business.
- Strong organizational/communication skills and PC proficiency.
- Experience in dealing with various levels of management.
- Must be able to work with senior level management in a very independent manner.

Preferred Education, Qualifications, Technical Skills/Competencies:

- 5-10 years work experience (can be either external firm with Audit/SOX experience or relevant SOX experience in private industry).
- Bachelor degree in Accounting, Finance or Business.
- Plex MRP experience and utilization.
- Previous work in a Japanese owned manufacturing environment.
- Internal/External audit certification preferably in the field of J-SOX or SOX.

Interested candidates please submit a resume to JASI OFFICE at admin@japanindiana.org.

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