



## Automobile (Accounting)

### Job Information

**Temp Agency**

Randstad K.K., Professionals

**Hiring Company**

Global Automobile company

**Job ID**

1457763

**Industry**

Retail

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

October 31st, 2024 03:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

1. Responsible for the daily booking of transactions for vendor invoices including AP invoices, Auto withdrawal , COGS, warranty, WEB invoices etc in Axapta integrated from other sources and arrange payments (urgent and monthly payments)
2. Manage suppliers master on Axapta ( register new suppliers etc)
3. Verify and rectify Expense report and Company Card  
§ Prepare payment of Expense report and Company Card
4. Other AP related tasks  
§ Booking of bank charges, import tax, car leasing transactions.  
§ Reconciliation of accounts balances with external counterparts  
§ Ledger settlement, account transfer

- § Release payment on Biz station
  - § Prepare and submit relevant materials for internal report
  - § Filing invoices etc.
  - 5. Perform testing on new D365 accounting system for AP part.
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## Required Skills

### Education and/or Experience

- University degree or equivalent
- Book keeping level 2 or above
- Three years or more of AP accounting experience

### Knowledge, Skills and Abilities

- Knowledge of accounting.
  - Languages skill: English, Japanese business level
  - Ability to take initiative and work under pressure
  - Demonstrated knowledge of accounts systems, procedures and practise
  - Excellent organisational and administrative skills
  - Exceptional attention to detail to ensure accuracy while working to strict deadlines
  - Proven ability to work accurately with figures and spreadsheets in combination with good computer skills
  - Team player with willing and enthusiastic approach
  - Good "customer service" skills
  - A reasonable commercial and general business understanding
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## Company Description