



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 3rd, 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