



## Automobile (Accounting)

### 募集職種

#### 派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

#### 採用企業名

Global Automobile company

#### 求人ID

1457763

#### 業種

小売

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

外国人 半数

#### 雇用形態

契約

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 600万円

#### 更新日

2024年11月14日 04:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒 : 学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

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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## スキル・資格

### 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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## 会社説明