


# 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**
November 15th, 2026 05:00

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Native Level

**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.

## 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

## Company Description