



売掛金・財務 スペシャリスト (Account Receivable / Treasury Specialist)

Job Information

Hiring Company

Gates Unitta Asia

Job ID

1559755

Division

経理部

Industry

Machinery

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Nara Prefecture, Yamatokoriyama-shi

Train Description

Yamatoji Line, Yamato Koizumi Station

Salary

4 million yen ~ 6 million yen

Work Hours

8:20-16:50 (休憩時間50分)

Holidays

年間休日121日 ※会社カレンダーによる

Refreshed

October 10th, 2025 14:09

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic (Amount Used: English usage about 10%)

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

《募集要項・本ポジションの魅力》

- ・ 請求・入金管理や資金予測など経理実務を担当

- 正確な処理でキャッシュフローを支える
- 社内外との連携で信頼関係を築ける
- 業務改善提案で経理体制の強化に貢献

【業務内容】

本ポジションは、日本法人の経理チームに所属し、売掛金管理、銀行入金・支払の管理、資金予測作成業務を担当します。顧客への請求書発行から入金消込、滞留債権の管理・回収対応まで一連のプロセスを正確かつ効率的に遂行し、キャッシュフローの安定を支えます。また銀行入出金業務を担当します。Finance Manager の指示のもと、債権管理の品質向上と社内外の関係者との円滑な連携を推進します。

※Reports To: Finance Manager, Japan

■THE ROLE

- 売掛管理：顧客請求書発行管理と入金消込業務、残高予測作成
- 回収対応：滞留債権の調査・顧客交渉・回収促進
- 銀行業務：インターネットバンキングを使用した支払業務及び入出金のモニタリング
- 資金予測作成
- プロセス遵守：経理手順・内部統制の順守
- 報告支援：債権関連レポート作成のサポート

【雇用形態】

正社員

【給与】

400～600万円

※経験・スキルを考慮し決定します。

【就業時間】

8:20-16:50

【勤務地】

奈良県大和郡山市

【休日休暇】

会社の規定に準ずる

◀Recruitment Details and Position Highlights▶

- Handle accounting tasks including billing, payment processing, and cash flow forecasting
- Support cash flow through precise processing
- Build trust through collaboration with internal and external stakeholders
- Contribute to strengthening accounting systems through operational improvement proposals

【Job Description】

This position is part of the Japan finance team, responsible for accounts receivable, bank transactions, and cash flow forecasting. The role executes the end-to-end process from invoicing customers, cash application, to managing and collecting overdue receivables accurately and efficiently, supporting stable cash flow. Additionally, the role will handle daily bank transactions, including monitoring incoming and outgoing payments. Under the Finance Manager's guidance, the position works to improve receivables quality and facilitate smooth communication with internal and external stakeholders.

■THE ROLE

- Issue customer invoices and ensure timely and accurate payment application
- Monitor and manage overdue receivables, including follow-up and collection activities
- Execute payments and monitor daily bank transactions using internet banking platforms
- Prepare cash flow forecasts
- Process Compliance: Adhere to accounting procedures and internal controls
- Reporting Support: Assist in preparing receivables-related reports

【Employment Type】

Full-time employee

【Salary】

JPY 4,000,000-6,000,000

【Working Hours】

8:20-16:50

【Work Location】

Yamatokoriyama-shi, Nara

【Holidays & Leave】

In accordance with company regulations

Required Skills**【KEYS TO SUCCESS】**

- 正確性と詳細注意力：誤りのない処理と確認の徹底

- コミュニケーション力：顧客および社内関係者との円滑な連携
 - 問題解決力：入金差異や滞留債権の迅速な対応
 - 継続的改善志向：業務プロセスの見直しと効率化の推進
 - コンプライアンス意識：規定遵守と内部統制の徹底
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- Accuracy & Attention to Detail: Thoroughness in error-free processing and verification
 - Communication Skills: Smooth coordination with customers and internal stakeholders
 - Problem Solving: Prompt handling of payment discrepancies and overdue receivables
 - Continuous Improvement Mindset: Drive for process review and efficiency improvements
 - Compliance Awareness: Strict adherence to policies and internal controls

Company Description