



Accountant

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1564571

Division

Finance and Accounting

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

09:00-17:30 Monday through Friday

Holidays

Weekends, Public Holidays, approx. 2 weeks over New Year

Refreshed

January 1st, 2026 16:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Accountant

Department

Finance and Accounting

Position type

Full-time

Location

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

Report to

Manager AP & GAAP

Work hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

Visa Requirement

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

Salary & Benefits

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of position

The Finance department at Temple University, Japan Campus (TUJ) provides financial services to over 420 staff and faculty across 29 academic and non-academic departments and programs. The accountant will be responsible for a wide range of accounting and administrative tasks, including daily bookkeeping, monthly closing, wire transfers, and other related financial operations.

Primary Responsibilities

- Review internal financial documents and forms (e.g., expense reports, payment requests, cash advance requests) for accuracy and compliance with both internal and external policies
- Provide feedback and request corrections and resubmission as needed
- Prepare vendor payments by bank transfer in a timely manner
- Process employee expense reimbursement and prepare
- Prepare any other cash or bank transfer payments in an appropriate manner
- Handle cash advance requests, settlement and repayment.
- Receive cash repayment by departments and deposit to the bank account
- Record journal entries for all relevant transactions on a daily basis during monthly closings
- Create and maintain vendor IDs including updates bank account information
- Communicate with vendors and employees regarding inquiries on payments
- Organize and file all related documents and vouchers appropriately
- Perform other administrative roles assigned by the Accounting Manager and Chief Financial Officer

Application Process

Review of applications will begin immediately and will continue until the position is filled. Ideal start date is December 2025 or shortly thereafter.

Please apply from below link.

<https://tuj.bamboohr.com/careers/64?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or CV and
3. a list of two professional references with their contact information

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

Required Skills

Qualifications & Experience

- Native-level Japanese and business-level English (oral and written)
 - Advanced Excel skills for financial data management, including complex formulas, pivot tables, and reconciliation
 - A few years of accounting work experience preferred
 - Nissho Bookkeeping Certification (any level) is a plus
 - Strong attention to detail and accuracy
 - Team player with strong interpersonal and intercultural communication skills
-

Company Description