



Junior Accountant (AP, AR)

Accounting

Job Information

Recruiter

Advisory Group K.K.

Hiring Company

Automotive Importing Company

Job ID

1575058

Industry

Other (Trade)

Company Type

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

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Kanagawa-ku

Train Description

Minatomirai Line, Minatomirai Station

Salary

3.5 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Refreshed

May 7th, 2026 01:00

General Requirements

Career Level

Entry Level

Minimum English Level

Basic (Amount Used: English usage about 10%)

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Job Description:

- Process and record daily transactions for accounts payable (AP), accounts receivable (AR), and general ledger (GL)

- Assist with monthly, quarterly, and year-end closing activities
 - Prepare journal entries and reconcile bank and balance sheet accounts
 - Support invoice processing, payment runs, and expense verification
 - Maintain accurate financial records and ensure proper documentation
 - Assist in preparing financial reports and schedules for internal use
 - Coordinate with internal teams to resolve discrepancies and gather required information
 - Support audits by preparing documents and responding to basic inquiries
 - Ensure compliance with company policies and relevant accounting standards
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Required Skills

Requirements:

- 1-2 years of Accounting experience or Accounting Certification (Nishoboki 2nd/3rd or CPA)
 - Native Japanese
 - Basic Level of English (Read and write emails)
 - Bachelor's degree (preferred)
 - Under 35 years old
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Company Description