



Assistant Bursar Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1615887

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 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

October 2nd, 2026 15:53

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native (Amount Used: English usage about 75%)

Minimum Japanese Level

None

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**POSITION:**

Assistant Bursar

DEPARTMENT:

Finance & Accounting

REPORT TO:

Assistant Vice President & Bursar

POSITION TYPE:

Full-time

WORK HOURS:

37.5 hours per week (9:00–17:30, Monday through Friday)

LOCATION:

City Campus (Sangen-jaya station)

*Commuting primarily to City Campus with to Hillside Center (Mizonokuchi station). Primary work location is subject to change based on work volume, contents, and seasonal needs.

VISA REQUIREMENT:

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

SALARY & BENEFITS:

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, and retirement payment system.

OVERVIEW OF POSITION:

The Assistant Bursar works closely with students (and parents) with inquiries related to invoices, payments, refunds, and financial records. The position is 'front-desk' in nature, meaning that many of the daily tasks involve handling walk-in visitors at either the City campus, or Hillside Center Bursar's Office. In the role, you will also be responsible for a wide range of administrative tasks, including record keeping, payment tracking, refund request checking and processing, along with regular collection related activities.

PRIMARY RESPONSIBILITIES:

- Student record and data management
- Document checking and processing
- Payment collection and record management
- Financial Aid Processing

APPLICATION PROCESS:

Review of applications will begin immediately. Desired start date is as soon as possible.

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 curriculum vitae,
3. A list of two references with contact information.

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

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have 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:

- Bachelor's degree
- Experience in a student-facing, customer-facing, or advisory role requiring frequent interaction with individuals and the ability to explain policies, procedures, or financial information clearly and effectively
- Native-level proficiency in English
- Strong communication and interpersonal skills
- Ability to work effectively with colleagues, students, and parents
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines
- Flexibility and willingness to adapt to changing priorities and office needs

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Experience working in an educational institution or international environment
 - Computer skills (Database and Microsoft Excel experience)
 - Knowledge of the U.S. education system a plus.
 - Solid computer skills -with a focus on database and Microsoft Excel use (preferred)
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Company Description