

# Accountant

**海外のような職場（米国大学の日本校）環境！**

## Job Information

**Hiring Company**
Temple University, Japan Campus

**Subsidiary**
Temple University, Japan Campus (TUJ)

**Job ID**
1619494

**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**
4.5 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**
November 5th, 2026 02:00

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Fluent Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**
Fluent Level

**Minimum Education Level**
Bachelor's Degree

**Visa Status**
No permission to work in Japan required

## Job Description

**POSITION:**

Accountant

**DEPARTMENT:**

Finance and Accounting

**REPORT TO:**

Chief Financial Officer

**POSITION TYPE:**

Full-time

**WORK HOURS:**

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

**LOCATION:**

City Campus (Sangen-jaya station)*This position is primarily office-based, with limited hybrid-remote flexibility available depending on operational 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 Finance and Accounting department at Temple University, Japan Campus (TUJ) provides financial services to over 500 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:**

- Input, control, and processing of student payments and charges for student programs
- Administer accounts receivable as well as processing refunds for student programs
- Reconciliation of student department bank accounts and credit card data
- Handle email and phone inquiries in both English and Japanese
- Assist with tax preparation and filing
- Support account receivable functions in regards to special student processing and intercompany transactions
- 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
- 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 to 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

**QUALIFICATIONS & EXPERIENCE:**

- Native-level Japanese and working proficiency in English (oral and written)
- Intermediate Excel skills
- A few years of accounting experience
- Strong attention to detail and accuracy
- Team player with strong interpersonal and intercultural communication skills
- Nissho Bookkeeping Certification (any level) is a plus

**APPLICATION PROCESS:**

Review of applications will begin immediately and will open until filled.

**Apply for This Job:**

https://tuj.bamboohr.com/careers/129?source=aWQ9Mg%3D%3D

*You will be directed to an external job platform, BambooHR.

**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

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