

# Automobile (Accounting)

## 募集職種

**派遣会社**
ランスタッド株式会社　プロフェッショナル事業本部

**採用企業名**
Global Automobile company

**求人ID**
1457763

**業種**
小売

**会社の種類**
大手企業 (300名を超える従業員数) - 外資系企業

**外国人の割合**
外国人 半数

**雇用形態**
契約

**勤務地**
東京都 23区

**給与**
500万円 ~ 600万円

**更新日**
2026年11月15日 05:00

## 応募必要条件

**職務経験**
3年以上

**キャリアレベル**
中途経験者レベル

**英語レベル**
ビジネス会話レベル

**日本語レベル**
ネイティブレベル

**最終学歴**
大学卒： 学士号

**現在のビザ**
日本での就労許可が必要です

## 募集要項

1. Responsible for the daily booking of transactions for vendor invoices including AP invoices, Auto withdrawal , COGS, warranty, WEB invoices etc in Axapta integrated from other sources and arrange payments (urgent and monthly payments)
2. Manage suppliers master on Axapta ( register new suppliers etc)
3. Verify and rectify Expense report and Company Card
§ Prepare payment of Expense report and Company Card
4. Other AP related tasks
§ Booking of bank charges, import tax, car leasing transactions.
§ Reconciliation of accounts balances with external counterparts
§ Ledger settlement, account transfer

§ Release payment on Biz station
§ Prepare and submit relevant materials for internal report
§ Filing invoices etc.
5. Perform testing on new D365 accounting system for AP part.

## スキル・資格

Education and/or Experience
- University degree or equivalent
- Book keeping level 2 or above
- Three years or more of AP accounting experience

Knowledge, Skills and Abilities
- Knowledge of accounting.
- Languages skill: English, Japanese business level
- Ability to take initiative and work under pressure
- Demonstrated knowledge of accounts systems, procedures and practise
- Excellent organisational and administrative skills
- Exceptional attention to detail to ensure accuracy while working to strict deadlines
- Proven ability to work accurately with figures and spreadsheets in combination with good computer skills
- Team player with willing and enthusiastic approach
- Good “customer service” skills
- A reasonable commercial and general business understanding

## 会社説明