

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01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