

Accountant

海外のような職場（米国大学の日本校）環境！

募集職種

採用企業名
テンプル大学ジャパンキャンパス

支社・支店
Temple University, Japan Campus (TUJ)

求人ID
1619494

部署名
Finance and Accounting

業種
教育・学校

会社の種類
中小企業 (従業員300名以下) - 外資系企業

外国人の割合
外国人 多数

雇用形態
契約

勤務地
東京都 23区, 世田谷区

最寄駅
東急田園都市線、　三軒茶屋駅

給与
450万円 ~ 経験考慮の上、応相談

ボーナス
固定給+ボーナス

勤務時間
09:00-17:30 Monday through Friday

休日・休暇
Weekends, Public Holidays, approx. 2 weeks over New Year

更新日
2026年10月29日 11:02

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
流暢レベル (英語使用比率: 75%程度)

日本語レベル
流暢レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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.

スキル・資格

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会社説明