



Accounts Payable Representative (Japanese speaker)

A famous financial technology company

Job Information

Recruiter

[Ascent Global Partners K.K.](#)

Job ID

1476798

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 8 million yen

Refreshed

July 24th, 2024 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Maintain Purchase Ledger for Asia-Pacific region.
- Process high volume of invoices and propose ideas to drive automation.
- Collaborate confidently with a range of people at various levels within the organization in order to drive efficiencies in processes and achieve targets.
- Ensure invoices are compliant, and that they are allocated to the accurate department, company code, vendor, Purchase Order (where applicable), and tax code.
- Expertly take care of various internal partners and vendor queries in a timely manner, including responses to payment related issues.
- Consistently meet deadlines for ad hoc accounting tasks, projects and controls.
- Learn, monitor and handle internal processes at departmental level, troubleshoot errors and be accountable to deliver to stakeholders, vendors and management with excellence service.
- Be a great teammate, participating willingly and acting in support of the Global Accounting Operations business unit and the overall business objectives

Required Skills

- Bachelor's Degree in accounting, finance, or equivalent experience.
- Ideally have work experience in Accounts Payable or equivalent for at least 3-5 years.
- Invoice processing knowledge.
- Effective corporate communications skills, both verbal and written.
- Excellent time management and organizational skills.
- Knowledge of basic Financial and Accounting terminology.
- Ability to adjust priorities quickly under pressure in order to meet deadlines.
- Flexibility within a constantly changing environment.
- Business level proficiency in Japanese and English.

Company Description