

## AP Accountant for global B2C retailer

## AP Accountant

## Job Information

## Recruiter

Michael Page

## Job ID

1489501

## Industry

Retail

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

6 million yen ~ 8 million yen

## Work Hours

Flex time, core time 11:00 am to 3:00 pm

## Refreshed

August 5th, 2024 18:00

## General Requirements

## Career Level

Mid Career

## Minimum English Level

Business Level

## Minimum Japanese Level

Business Level

## Minimum Education Level

Bachelor's Degree

## Visa Status

No permission to work in Japan required

## Job Description

Manage the payment of invoices and expenses owed by the company to its suppliers and vendors. Ensure timely processing, accuracy, and compliance with financial policies and procedures of Japan and the company.

## Client Details

A global B2C retail company that owns several renowned brands. It focuses on promoting sustainability and innovation while maintaining a strong presence in the luxury market worldwide.

## Description

- Invoice verification
- Expense check and posting (general expenses, marketing expenses, travel and entertainment expenses)
- Vendor registration and maintenance
- Payment preparation
- Post journal entries and support preparation of financial statements

- Assist in preparation of audit and tax returns working files
- Internal and external audit

#### **Job Offer**

- The chance to become part of an experienced team of Accountants, for a leading international B2C company
- Two days work from home per week and flex time
- Attractive salary (up to 8M JPY) with the possibility to over perform and annual performance review with the possibility to receive a pay increase, unrelated to promotion
- Many career development opportunities in Japan and in the offices abroad in the US, Europe and other APAC countries

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### **Required Skills**

- Bachelor Degree or above
  - 1-2 years experience in an Accounting or related position
  - Excel and SAP skills big plus
  - Business Level Japanese (N2+) and English skills
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#### **Company Description**

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