

## AP Accounting Assistant Manager

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#### Job Information

##### Recruiter

Michael Page

##### Job ID

1493550

##### Industry

Retail

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

6 million yen ~ 9 million yen

##### Work Hours

Full flex without core time

##### Refreshed

September 9th, 2024 18:05

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Daily Conversation

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

This position is overseeing and managing the accounts payable function within the organisation. This role involves ensuring that the company's obligations to suppliers and vendors are met efficiently and accurately, while taking certain leadership responsibility of your own team.

##### Client Details

This cosmetic brand is known for its high-quality products made from natural ingredients sourced from a notable region. The company is recognised for its commitment to sustainability and premium formulations.

##### Description

- **Oversight of AP Processes:** Manage daily operations, ensure compliance with policies and regulations, and oversee invoice processing and payment schedules.
- **Vendor Management:** Maintain vendor relationships, negotiate terms, and resolve issues.
- **Payment Processing:** Develop and manage payment schedules, and authorise payments.

- **Financial Reporting:** Reconcile accounts payable records, and prepare financial reports on AP activities.
- **Team and System Management:** Lead and train AP staff, optimise processes, and manage AP systems and technology.

### Job Offer

- Full flexible working hours (7.5h workday) without core time, 3 days remote work per week
- Attractive salary package of up to 9M total per year
- The chance to gain first people management experience, leading a team of 3 AP Accountants
- Bonus twice a year + Performance bonus once a year
- Salary revision once a year
- Commuting expenses provided
- Full social insurance coverage
- Employee discount system
- Comprehensive welfare group term insurance
- Defined contribution pension system
- Use of welfare facilities such as resorts/sports clubs paid by company

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

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### Required Skills

- **Required:**

- Level 2 bookkeeping experience (ideally in combination with 3+ years in accounting)
- Business-level English (reading/writing), fluency in Japanese
- Proficiency in Excel (vlookup, pivot tables)
- Accounts payable experience

- **Preferred:**

- Experience with SAP
- USCPA/IFRS knowledge

- **Personal Attributes:**

- Strong communication skills and teamwork
  - Ability to explain accounting matters clearly
  - Ethical approach to accounting processes
  - Problem-solving attitude
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### Company Description

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