



## Accounts Payable Representative (Japanese speaker)

**A famous financial technology company**

### 募集職種

#### 人材紹介会社

アセントグローバルパートナーズ株式会社

#### 求人ID

1476798

#### 業種

その他（金融）

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

650万円 ~ 800万円

#### 更新日

2024年07月10日 03:00

### 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

ビジネス会話レベル

#### 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

- ・ 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
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#### スキル・資格

- 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.
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#### 会社説明