

**MichaelPage**

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## AP Accountant for global retail brand

**AP Accountant**

## Job Information

**Recruiter**

Michael Page

**Job ID**

1544661

**Industry**

Retail

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Work Hours**

WFH 2-3 times per week and flexible working hours.

**Refreshed**

June 14th, 2025 10:00

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

This AP Accountant role within the luxury industry is ideal for a detail-oriented professional with experience in accounts payable and financial operations. Based in Tokyo, this position offers the opportunity to contribute to a highly collaborative accounting and finance team.

**Client Details**

The hiring company is an international brand operating in the retail industry, known for its premium products and commitment to excellence. The team is focused on delivering high-quality services and maintaining an efficient financial system.

**Description**

- Manage accounts payable processes, including vendor management and payment preparation.

- Prepare and record accurate journal entries in compliance with accounting standards.
- Support audit activities by providing necessary documentation and information.
- Assist with tax-related tasks, ensuring compliance with local regulations.
- Collaborate with cross-functional teams to resolve payment or vendor issues efficiently.
- Maintain accurate records of financial transactions and reconciliation processes.
- Contribute to process improvements within the accounting and finance department.
- Ensure timely and accurate reporting to support business operations.

**Job Offer**

- Competitive salary range of JPY 4000000 to JPY 6000000 annually.
- Comprehensive bonus structure and insurance coverage.
- Retirement package to secure your future.
- Exclusive discounts on luxury products.
- Permanent role with a stable and structured environment in Tokyo.

This is an excellent opportunity to join a respected company in the retail industry and advance your accounting career. Apply now to take the next step in your professional journey!

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

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**Required Skills**

A successful AP Accountant should have:

- Proficiency in both Japanese (fluent) and English (basic) for effective communication.
  - Good experience in AP accounting and vendor management.
  - Knowledge of payment preparation, journal entries, and financial reporting.
  - Familiarity with audit and tax support processes.
  - Attention to detail and the ability to handle multiple tasks efficiently.
  - A collaborative mindset to work effectively with diverse teams.
  - A degree in accounting, finance, or a related field is preferred.
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