

MichaelPage

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AP Accounting Manager for global organization

AP Accounting Manager

Job Information

Recruiter

Michael Page

Job ID

1545226

Industry

Other (Consulting and Professional Services)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Work Hours

Flex time and 2 days WFH per week

Refreshed

June 20th, 2025 17:14

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This exciting opportunity as an AP Accounting Manager in the business service industry is ideal for someone with a strong background in Accounts Payable, ERP systems, and people management. Based in Tokyo, the role requires bilingual proficiency in Japanese and English.

Client Details

This industry leader operates as a medium-sized organization, offering innovative solutions to its clients. The company is well-established and values precision and expertise within its Accounting & Finance department.

Description

- Oversee and manage all aspects of Accounts Payable operations, ensuring accuracy and timeliness.

- Lead and motivate a team, fostering a collaborative and efficient work environment.
- Ensure vendor registration processes comply with company policies and risk management standards.
- Collaborate with internal and external stakeholders to resolve payment-related queries.
- Maintain and optimize ERP systems for efficient AP accounting processes.
- Prepare reports and analyses to support decision-making within the Accounting & Finance department.
- Implement and monitor compliance with regulatory and company policies.
- Utilize Microsoft Excel to manage and analyze financial data effectively.

Job Offer

- Competitive salary in the range of 8,000,000 JPY to 10,000,000 JPY.
- Annual bonus and comprehensive retirement package.
- Robust insurance benefits tailored for employees in Tokyo.
- Opportunities to grow your career in the finance area.
- Collaborative and professional work environment in a central Tokyo location.

This is your chance to make a significant impact as an AP Accounting Manager. Apply now to join a forward-thinking organization in central Tokyo

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

Required Skills

A successful AP Accounting Manager should have:

- Proficiency in both Japanese and English for effective communication.
- Strong experience in Accounts Payable and ERP systems.
- Proven ability to lead and manage a team successfully.
- Familiarity with vendor registration, compliance, and risk management processes.
- Advanced Microsoft Excel skills for financial data analysis.
- Excellent attention to detail and problem-solving abilities.
- A degree in Accounting, Finance, or a related field.

Company Description

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