



## PR/086826 | Accounts Payable & Financial Analyst

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1552048

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

July 29th, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Accounts Payable & Financial Analyst

A global beauty product manufacturer is seeking a Accounts Payable & Financial Analyst. This role combines financial analysis with hands-on oversight of the Accounts Payable (AP) function. You will be responsible for managing invoice processing, reconciling vendor accounts, analysing expenditures, and supervising an Accounts Payable Specialist to enhance efficiency, strengthen internal controls, and improve reporting accuracy. You will also prepare financial reports for departmental use and executive review to support informed decision-making. Reporting to Accounting Manager.

### RESPONSIBILITIES

- Oversee full-cycle Accounts Payable: invoice receipt, three way matching, approvals, and timely payments.

- Reconcile AP ledgers and vendor statements; investigate and resolve discrepancies.
- Identify cost variances and collaborate with department managers to investigate discrepancies.
- Assist in month-end, quarterly, and annual closes and prepare related journal entries.
- Analyze cash flow and business expenses. And identify cost saving opportunities.
- Collaborate with procurement and other departments to streamline processes.
- Ensure compliance with policies, internal controls, and provide support for audit activities.
- Supervise and train AP specialists, maintaining quality and performance metrics.
- Prepare financial reports for departmental use and executive review.

#### REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or related field.
- 2–5 years of experience: AP, financial analysis, or FP&A overlap.
- Strong analytical skills; proficiency in Excel and accounting/ERP software.
- Excellent communication and interpersonal skills for vendor and cross-department interaction.
- Attention to detail, ability to multitask and meet deadlines.
- Experience with internal controls or audit processes is a plus.

#### SALARY & BENEFITS

- USD 75,000-85,000 DOE
- Health, dental and vision insurance
- Life and disability insurance
- Retirement savings plan
- Paid time off and holidays
- Opportunities for professional development and career growth

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#### Company Description