

MichaelPage

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## AP Accountant

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### Job Information

**Recruiter**[Michael Page](#)**Job ID**

1557636

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3.5 million yen ~ 5 million yen

**Refreshed**

September 8th, 2025 17:30

### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Basic

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

The AP Accountant will play a key role in managing accounts payable processes and ensuring compliance with financial regulations in the energy & natural resources industry. This position, based in Tokyo, requires a detail-oriented professional with a strong background in accounting and finance.

### Client Details

This opportunity is with a medium-sized organization specializing in the energy & natural resources industry. The company is known for its focus on innovation and sustainability, offering a stable and professional work environment in Tokyo.

### Description

- Process and review invoices, ensuring timely and accurate payments to vendors.
- Maintain and reconcile accounts payable records in compliance with company policies.
- Collaborate with internal departments to resolve invoice discrepancies.
- Prepare monthly and quarterly financial reports related to accounts payable.
- Assist with audits by providing necessary documentation and information.
- Support the implementation of process improvements in the AP function.
- Ensure compliance with local tax and financial regulations.

- Respond to vendor inquiries and maintain positive working relationships.

#### Job Offer

- Competitive annual salary of up to JPY 5Million
- Performance-based bonuses and benefits.
- Opportunities for career growth within the energy & natural resources sector.
- Comprehensive training and development programs.
- 3 days WFH
- Collaborative and professional workplace culture in Tokyo.

If you are ready to advance your career as an AP Accountant in the energy & natural resources industry, apply now to join this exciting opportunity in Tokyo.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Francois Yanase.

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#### Required Skills

A successful AP Accountant should have:

- A degree in Accounting, Finance, or a related field.
- Experience in accounts payable or a similar accounting role.
- Proficiency in financial software and Microsoft Excel.
- Strong analytical and problem-solving skills.
- Knowledge of local tax and financial regulations.
- Excellent organizational and time management abilities.
- Attention to detail and a commitment to accuracy.

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#### Company Description

A well-established European company specializing in environmental services, focused on sustainability and innovation, with a strong presence in Japan.