



PR/086826 | Accounts Payable & Financial Analyst

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1552048

業種

監査・税理士法人

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年07月15日 10:55

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

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

#LI-JACUS #LI-US #countryUS

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会社説明