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AP Accountant

Join a global leader in sustainability

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1557636

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

東京都 23区

給与

350万円 ~ 500万円

更新日

2025年09月08日 17:30

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

基礎会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

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.

会社説明

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