

Accounts Payable Specialist - Japanese Speaking

Your tasks

Responsible for end-to-end Accounts Payable (AP) activities, including invoice processing, vendor reconciliation, issue resolution, reporting, and continuous process improvement. Ensures compliance with company policies and service level agreements while supporting global stakeholders.

- Post and process invoices, perform 2-way/3-way matching, and prepare payment proposals
- Scan, index, and manage invoices and credit memos in AP tools (Readsoft Verify, Process Director)
- Investigate and resolve invoice/payment discrepancies and supplier inquiries
- Reconcile vendor statements and maintain vendor portal access
- Prepare monthly accruals, AP aging, GRIR reports, and support audits
- Identify and implement process improvements; support projects and migrations
- Meet service level agreements (SLAs) and KPIs; act as backup for team members
- Participate in training, engagement initiatives, and continuous improvement activities

Your profile

Bachelor's degree in Accounting, Finance, or related field

Knowledgeable in Six Sigma and Lean methodologies is an advantage

Fluent in both English and Japanese

Experience in Accounts Payable and P2P processes

Experience in process improvement activities

Familiarity with ERP systems (SAP preferred) and tools like Readsoft Verify, Process Director

Work with Project teams on process improvements, development of KPI and other quality measures

Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of Company events

Understanding of different cultures

Experience in working with international teams



Job ID
REF5225X

Location
Taguig

Leadership level
Leading Self

Legal Entity
**Continental Automotive Systems
Philippines, Inc.**

Our offer

Additional Information

The candidate must be amenable to work in BGC, Taguig under a hybrid work setup (50% onsite, 50% remote).

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About us

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.