

Accounts Payable Specialist - Japanese Speaking

あなたの仕事内容

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

あなたのプロフィール

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

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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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法的事項
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会社概要

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.