

Title: Credit Collections Analyst

Location: Tokyo

Job Summary:

Responsible for daily Cash Collection activities. Prepares outstanding accounts reports and gathers credit and/or reference information. Uses ERP systems to input data, generate reports, conduct specialised research projects and respond to inquiries. Responds to inquiries from customers or external collection resources. May place calls or send messages to those with unresolved issues. Has substantial understanding of the job, and applies knowledge and skills to complete a wide range of tasks. Normally receives little instruction on daily work, general instructions on newly introduced assignments. Typically requires a minimum of 2 - 4 years of related experience. Supporting month end reporting for AR/Bad Debt related accounts.

Responsibility includes:

- Cash forecast/Aging report preparation.**
- Support providing documents for internal and external auditors (Both SOX and quarterly financial auditors)**
- Performs pre-sale credit risk evaluation, including financial statement analysis and analysis of data obtained from bank and trade references.**
- Working closely with Order Management/Legal/Business operation team.**

Qualification;

- Having a good understanding of US GAAP especially around Cash, A/R and Bad Debt.**
- Bilingual in Japanese and English**
- Ability to write/communicate effectively in business environment in English.**
- Experience of using ERP. (Oracle,SAP etc.,)**
- Bachelor's degree**
- Having a logical thinking.**
- Self-starter with high motivation.**