

Experienced

# Assistant Manager

Vision Systems - Samvardhana Motherson Reflectec (SMR) - Noida, India

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Vision Systems division enhances vehicle safety and visibility with high-quality mirrors and advanced camera systems, trusted by major automotive OEMs worldwide. Join us to collaborate with experts, work with cutting-edge technology, and help shape the future of safer, smarter mobility.

## What you'll do

- **Accounts Payable (AP):**
  - Process and verify vendor invoices for accuracy and compliance with company policies.
  - Ensure timely payment of invoices and monitor outstanding accounts.
  - Perform regular reconciliation of AP accounts to ensure accuracy.
  - Maintain relationships with vendors and resolve any discrepancies in a timely manner.
- **Accounts Receivable (AR):**
  - Manage and record customer payments, ensuring they are accurately processed and recorded.
  - Monitor outstanding AR balances and follow up on overdue accounts.
  - Reconcile AR accounts, ensuring all payments are correctly allocated.
  - Assist with credit control and collections when needed.
- **Reconciliation:**
  - Perform monthly reconciliation of general ledger accounts related to AP and AR.
  - Work closely with the finance team to identify and resolve any discrepancies in accounts.
  - Ensure all transactions are accurately recorded and reconciled in a timely manner.
- **Japanese Language Skills:**
  - Communicate effectively in Japanese (both written and verbal) to liaise with Japanese-speaking vendors, customers, and internal teams.
  - Translate and review financial documents, invoices, and communications in Japanese.
  - Provide Japanese language support for accounts-related inquiries and issues.

## What we are looking for

- **Experience:** 5-7 years of relevant experience in accounts payable/receivable, accounting, or finance.
- **Language Proficiency:** JLPT N3 or N2 level required (both written and spoken).
  - Strong understanding of accounts payable and receivable processes.
  - Experience with financial reconciliation and reporting.
  - High attention to detail and ability to work with accuracy.
  - Excellent communication skills, both in Japanese and English.

## What we offer

- A competitive salary and range of benefits.
- Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.
- If you enjoy working in a fast-paced environment then look no further.
- We are an equal opportunity employer where inclusion matters; this is evidenced by us being a Disability confident Committed Employer.