



## GL Manager [Accounting] @ Global Luxury Retail Company

### Job Information

**Recruiter**

SPOTTED K.K.

**Job ID**

1561798

**Industry**

Retail

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

9 million yen ~ 12 million yen

**Refreshed**

June 13th, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

- Monitor inventory movement / balance in stores, warehouse and head office.
- Reconcile inventory balance in all systems involved.
- Work closely with warehouses, boutiques and other related departments.
- Review inventory journal entries.
- Creating accounting estimates relating to inventory.
- Prepare documents on inventory and explain as necessary to auditors.
- Develop inventory analysis reports.
- Assist in the improvement in internal controls related to inventory.
- Special projects as required.

#### General Accounting (Daily / Month-End Closing / Reporting)

- Review journal entries.
- Monitor fixes assets, intercompany and other accounts movement / balance.
- Prepare monthly journal entries and reporting on general accounting such as accruals.

- Responsible for fixed assets, intercompany and other accounts reconciliation and corresponding reports.
- Manage Balance Sheet files for closing and reconcile errors / discrepancies.
- Process and reconcile fixed assets, intercompany and other accounts transactions.
- Support team members in other accounting processes.
- Special projects as required.

#### **Key Accountabilities**

- GL work: journal entries, reconciliations, monthly reporting, audit and tax requirements, reconciliations, closing tasks (includes internal control, audit, tax compliance), cash forecasts
  - Boutique support: support for financial operations, store openings and others
  - Administrative work and work improvements
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#### **Required Skills**

- Minimum 5 years of experience in finance.
  - Bachelor's degree in relevant field (Finance, Accounting, Business, Economics, Commerce)
  - Certified Professional Accountant or Certified Tax Accountant preferred.
  - Strong knowledge of financial accounting standards and regulatory requirements.
  - Ability to organize and prioritize work to meet the deadlines in a fast-paced environment is essential.
  - Proficiency in financial management software and advanced Excel skills.
  - Excellent analytical, problem-solving, and decision-making skills.
  - Strong leadership and team management skills.
  - Excellent communication and interpersonal skills, with the ability to work collaboratively across departments.
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#### **Company Description**