



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

December 25th, 2025 02:00

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

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.

Company Description