



Senior Accountant (AR) @ Global Luxury Fashion Retailer

Job Information

Recruiter

SPOTTED K.K.

Job ID

1561874

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

January 9th, 2026 23:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

MAIN JOB RESPONSIBILITIES

Regular financial operation - daily/weekly/monthly

- Revenue recognition, collection and reconciliation of AR and related accounting.
- Reporting of monthly sales, AR aging, cash forecast, etc, and any analysis for the management.
- Customer refund related communication.
- Invoicing, including management of collection and related accounting.

Annual and non-recurring tasks

- Annual closing related tasks for AR, including financial closing and tax filing related reporting.
- Internal and external audit relation.
- Payment method maintenance and management, including credit card terminal, merchant account, commission

updates.

Inquiry and problem solving

- Store interaction for revenue recognition, AR booking, collection, reconciliation and customer refund.
- Investigate and resolve inquiries and issues regarding AR.

Project support

- Support upcoming financial projects.

Required Skills

- Minimum 3 years' experience in accounts receivable, preferably within the retail industry, including experience with high-volume transactions and/or credit management
- Bookkeeping certificate grade 2 or equivalent qualification
- Solid understanding of accounting principles and Japanese tax regulations related to accounts receivable.
- Strong PC skills, including advanced proficiency in Excel (e.g., pivot tables, VLOOKUP, etc.), Word, and communication tools such as Microsoft Teams.
- Experience with SAP is a plus.

Company Description