



Senior Accountant @ Global Travel Company [Hybrid]

Work Style: Hybrid

Job Information

Recruiter

SPOTTED K.K.

Job ID

1562620

Industry

Tourism

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

5 million yen ~ 7 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

December 2nd, 2025 01:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The Opportunity

A respected global leader in the B2B travel agency sector is seeking a highly dependable Senior

Accountant to join their core Finance team in Central Tokyo. This role is critical for operational

integrity, focusing on local compliance and ensuring effective financial communication with the APAC

region.

The company offers a stable, international work environment and is prioritizing candidates who are motivated by long-term commitment and growth.

Key Responsibilities & Functional Duties

- Balance Sheet & Reconciliations
- Perform all monthly Balance Sheet account reconciliations to ensure accuracy and completeness. Promptly investigate and resolve any discrepancies.
- Cash & Accounts Receivable (AR)
- Manage the full AR cycle: monitor collections, resolve payment disputes via effective customer communication, and process customer master data. Oversee daily cash transactions and prepare cash flow forecasts as needed.
- Intercompany Control
- Conduct monthly confirmation and reconciliation of Intercompany balances in collaboration with global and regional finance teams. Escalate and resolve complex differences.
- Compliance & Reporting
- Ensure strict adherence to internal controls and accounting policies. Assist in preparing reports and supporting documentation for audit and financial analysis.
- Process Improvement
- Identify and implement improvements to increase efficiency and accuracy across accounting operations.
- Provide additional support to the Accounting Manager.

Required Skills

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