



# Michael Page

www.michaelpage.co.jp

## Senior Japan Payroll Support

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#### Job Information

##### Recruiter

Michael Page

##### Job ID

1484882

##### Industry

IT Consulting

##### Job Type

Temp to Perm

##### Location

Tokyo - 23 Wards

##### Salary

Negotiable, based on experience

##### Refreshed

July 1st, 2024 12:17

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

Manage the payroll operations in Japan, which involves verifying input and output data, reconciling payroll reports, processing statutory and non-statutory payments, preparing GL reports, and maintaining documentation to meet internal and external audit standards.

Collaborate with suppliers to oversee social insurance, monitor adjustments in the payroll system, and coordinate Japanese year-end tasks, vendor service provision, and financial planning.

#### Client Details

It is a multinational company that specialises in information technology services and consulting, based in the United States

#### Description

1. Support various tasks like troubleshooting, UAT testing, and responding to HR and accounting queries.
2. Share best practices and stay updated on payroll/HRIS trends for process improvement.
3. Oversee payroll procedures, address risks, and suggest corrective measures when needed.

#### Job Offer

1. Ability to work for company with more than 1000 employees
2. Hybrid
3. Temporary to permanent
4. Ability to use English at work

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Andrew Sakashita.

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### Required Skills

1. Proficient in Japanese payroll processes, encompassing year-end tasks and fund transfers.
  2. Familiarity with cloud-based HR systems such as SAP, workday, and time management is advantageous.
  3. Skilled in developing and integrating extensive HRIS applications.
  4. Possess strong analytic and problem-solving abilities.
  5. Someone with experience working for a company with more than 1000 employees
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### Company Description

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