



## Payroll Manager

global industrial company

### Job Information

**Recruiter**

PERSOL CAREER CO., LTD. Bilingual Recruitment Solutions (BRS)

**Hiring Company**

JN -082024-172217

**Job ID**

1491014

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8 million yen ~ 12 million yen

**Refreshed**

November 12th, 2024 06:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

As the Japan Payroll Manager, you will oversee local payroll operations in Japan, ensuring adherence to Japan's labor regulations and the company's compensation policies. Proficiency in Japan's taxation and social insurance is essential. You will provide guidance and support for the processing of compensation, benefits, time and attendance, interface files, and payment requests. Additionally, you will implement payroll strategies and maintain operational procedures to support payroll processing and reconciliations.

#### Main responsibilities:

- Manage the delivery of payroll services, ensuring timeliness, accuracy, and compliance with Japan's labor regulations and the company's wage policies.
- Offer guidance and support for processing compensation, benefits, time and attendance, interface files, and payment requests.
- Implement and maintain operational procedures to support efficient payroll processing and reconciliations.
- Oversee all reconciliations related to compensation and equity, benefits, time and attendance, interface files, and payment requests.

- Manage outsourced vendor relationships.
  - Ensure operations and deliverables align with or surpass organizational goals.
  - Lead the management, development, communication, and continuous improvement of payroll operations processes.
  - Use metrics to drive performance, identify trends, and facilitate process improvements, bringing up issues with proposed solutions, as necessary.
  - Develop internal and external communications regarding payroll matters.
  - Manage reconciliation and control reports, including gross payroll, tax deductions, and benefit deductions.
  - Maintain compliance for all assigned payroll processes.
  - Support internal and external audits, including government audits.
  - Enhance payroll team performance to increase effectiveness and efficiency, aligning with global payroll strategy.
  - Engage closely with external partners, vendors, and government institutions.
  - Collaborate with contact center teams (domestic and international) using the Tier model to address employee inquiries and enhance service quality.
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## Required Skills

### Minimum requirements:

- A minimum of 5 years of payroll management experience with 2 years of supervisory experience.
- Fluency in Japanese and business-level proficiency in English.
- Demonstrated people management skills.
- Strong analytical abilities.
- Exceptional verbal and written communication skills for effective interaction with customers, colleagues, and vendors.
- A track record of developing and improving payroll processes to optimize efficiency and service quality.
- Successful management of multiple priorities and projects, ensuring effective delivery and implementation.
- In-depth understanding of payroll process controls, compliance, and regulations.
- Robust leadership capabilities, including the ability to guide, mentor, and delegate, sharing knowledge and expertise as needed.
- Bachelor's degree or equivalent experience in Business, Finance, Human Resource Management, or Engineering.

### Preferred qualifications:

- Knowledge of SAP/Workday HCM is advantageous.
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## Company Description

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