



## Payroll Specialist for Human Resources／大学での人事・給与担当

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### Working at American University in Japan

#### Job Information

##### Hiring Company

Temple University, Japan Campus

##### Subsidiary

Temple University, Japan Campus (TUJ)

##### Job ID

1518997

##### Division

Human Resources

##### Industry

Education

##### Company Type

Large Company (more than 300 employees) - International Company

##### Non-Japanese Ratio

Majority Non-Japanese

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards, Setagaya-ku

##### Train Description

Tokyu Denentoshi Line, Sangenjaya Station

##### Salary

4.5 million yen ~ Negotiable, based on experience

##### Salary Bonuses

Bonuses paid on top of indicated salary.

##### Work Hours

9:00-17:30 Monday through Friday (37.5 hours per week)

##### Holidays

Weekends, Public Holidays, approx. 2 weeks over New Year

##### Refreshed

April 11th, 2025 13:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level (Amount Used: English usage about 50%)

##### Minimum Japanese Level

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

**Job Description****Overview of Position**

TUJ seeks a motivated, organized and detail-oriented Payroll Specialist. The main focus of the post-holder is to work closely with the Payroll Manager for payroll processes - collecting data, creating payment files, generating reports for the accounting office, and assisting with other payroll-related legal/benefit processing and documentation. This position also includes employee onboarding and offboarding procedures.

**Primary Responsibilities**

- Collect, review, and maintain data for salary and benefit payments
- Create monthly payment files for the Payroll Manager's review and set bank transfers
- Data entry and personal information updates for employees
- Maintain employees' attendance and overtime records
- Create a monthly salary report for the Payroll Manager's approval
- Manage e-pay slip system, including employee data updates
- Process social insurance enrollments and changes
- Assist with onboarding and offboarding orientations and processes
- Update staff list based on each month's payments
- Organize year-end-tax adjustment
- Assist with other HR administrative work as requested

**Salary & Benefits**

Commensurate with experience. Hybrid-remote flexibility after initial training period available.

Eleven (11) days paid vacation in the first fiscal year (July-June) increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, an approximately two-week company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

**APPLICATION PROCESS**

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/29?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or curriculum vitae, and
3. two references and their contact information

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, or any characteristic protected by law.

**Required Skills****Qualifications & Experience**

- At least 3 years of payroll experience and knowledge
- Native-level Japanese ability with excellent verbal and written English skills
- Excellent PC skills with an emphasis on Excel
- Work experience in an international environment or/and study abroad experience
- Accuracy and attention to detail
- Excellent time-management and organizational skills demonstrating an ability to work to deadlines

- Ability to multi-task effectively
- Strong interpersonal skills and a team player

#### **Preferred Qualifications & Experience**

- Nissho Boki 3rd grade or equivalent experience
- Working knowledge of HRIS
- Work experience in educational institutions

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#### **Company Description**