



Payment processing staff

Job Information

Hiring Company

KPay Japan KK

Job ID

1523798

Industry

Other (Banking and Financial Services)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

6 million yen ~ 8 million yen

Refreshed

April 23rd, 2025 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Responsibilities:

1. Execute daily settlement operations in compliance with SLAs, ensuring accuracy and efficiency.
2. Reconcile discrepancies between the Acquirer's report and bank file, addressing issues as needed.
3. Prepare and process settlement payments in a timely and accurate manner.
4. Submit detailed daily task reports to the Head Office for transparency and accountability.
5. Identify and resolve any discrepancies or issues during the settlement process.
6. Collaborate with stakeholders to develop and implement SOPs and SLAs for streamlined operations.

Requirements:

1. 3-5 years of experience in finance settlement, reconciliation, or a similar role; a background in finance is highly

desirable.

2. Proven track record of handling large volumes of transactions and working in high-pressure environments.
3. Good understanding and experience dealing with Excel (Pivot Table, VLOOKUP and basic formulas).
4. Strong analytical and problem-solving skills.

Employment type :

Full-time employee

Probation period: 3 months (no change in wages or conditions)

Working Hours:

9:30 to 18:30

(Core working hours are from 10:30 to 16:00, with flexible start and end times.)

※ Excluding Saturdays, Sundays and public holidays

Salary details : 6M - 8M

Wages will be determined based on experience and ability.

*Salary includes fixed overtime pay.

Benefits and Welfare:

- Health insurance, employee pension insurance, employment insurance, workers' compensation insurance
- Paid vacation days, along with sick leave, summer vacation, New Year vacation, and special leave
- Commuting allowance

Company Description