



## Payment processing staff

### 募集職種

### 採用企業名

KPay Japan 株式会社

### 求人ID

1523798

### 業種

その他（金融）

### 会社の種類

中小企業（従業員300名以下） - 外資系企業

### 外国人の割合

外国人 少数

### 雇用形態

正社員

### 勤務地

東京都 23区, 中央区

### 給与

600万円 ~ 800万円

### 更新日

2025年02月26日 15:07

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

基礎会話レベル

#### 日本語レベル

流暢

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### 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:**

9:30am - 6:30pm

※ 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

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会社説明