



## 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 30th, 2025 01:00

### 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

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**Company Description**