



Payments Manager

大手外資医療サービス企業での募集です。 経理（非上場）のご経験のある方は歓迎で...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

大手外資医療サービス企業

Job ID

1550718

Industry

Hotel

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 8.5 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社後4ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝 日 年...

Refreshed

July 10th, 2025 16:02

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2309564】

Key Responsibilities

- ・ Manage the team to ensure timely receipt and proper tracking of provider invoices
- ・ Ensures all payments are released timely and meet provider payment terms. Payments to be done every 15th and 25th of the month. One off payments on urgent need basis
- ・ Manage vendor registration process including bank details with Network Service manager

- Reviews aged accounts payable listing and performs research to resolve issues
 - Coordinates with the Claims and Billing teams to resolve any queries or outstanding items required to processing and paying a claim
 - Replies to Provider inquiries as needed
 - Maintains effective communication with direct reports supervisory and other management team and provide timely updates on situations that impact productivities and efficiencies
 - Actively participates in day to day office activities including a variety of meetings and task force groups to improve processes etc
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Required Skills

C. Job Profile

Required Skills and Knowledge

- 5+ years of experience in payment operations treasury or financial services.
- Strong knowledge of payment types processes and systems (e.g. SWIFT SEPA RTP ACH card networks Kyriba Japanese Zengin Format) .
- Minimal of five (5) years of business office experience in a small to medium size organization preferably in the health or financial sectors

Required Competencies

- ERP experience · Has experience to use English ERP system (i.e. SUN6 Oracle SAP etc.) is the key for this position.

Required Qualifications

- Bachelor's degree in Finance Accounting Business Administration or related field (Master's preferred) .
 - Boki 3 or above preferred
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Company Description

ご紹介時にご案内いたします