



## 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

1563670

#### 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

February 5th, 2026 00:00

### 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