



Associate/ Sr. Associate - Payroll , Tokyo (Hybrid)

Job Information

Recruiter

[Scouta K.K.](#)

Hiring Company

Global Accounting Firm, Tokyo

Job ID

1580544

Division

Payroll Team

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Asakusa Line Station

Salary

6 million yen ~ 8 million yen

Refreshed

March 31st, 2026 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

You will be responsible for the client's payroll and social insurance work on behalf of the company's human resources staff.

~in particular~

■ Payment and tax payment agency

■ Annual tax returns (statutory forms and payroll reports)

■ Social insurance procedures (acquiring qualifications, periodic revisions, etc.)

■ Labor insurance procedures (annual renewal procedures, etc.)

■ Monthly payroll, bonus calculation, retirement allowance calculation, year-end tax adjustment, etc. (We also handle payroll, tax, and insurance payment for some clients.)

Required Skills

[Required]

- Work experience in back office (2 years or more)
- Work experience using Excel (SUM function, VLOOKUP function, IF function)

*The report will be delivered to the client in Excel format.

- People who are comfortable with writing emails and reading English (you will be communicating with foreign staff).
- *Translation tools can be used. Eiken Grade 3, TOEIC score of 550 or above.

[welcome]

- Experience working in an outsourcing company or private business
- Experience in payroll and social insurance at a business company (someone who has done it themselves, not outsourced)
- Strong in systems
- Qualified social worker

[Desired personality]

-A desire to pursue accuracy

- People who are comfortable handling different tasks at the same time
- People who can see things objectively

Company Description