



## Now Hiring - Invoicing specialist for a Global Company

### Job Information

**Recruiter**

[Scouta K.K.](#)

**Hiring Company**

A globally recognized retail technology and payments company.

**Job ID**

1581617

**Industry**

Tourism

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

5 million yen ~ 6 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00-18:00

**Refreshed**

May 15th, 2026 09:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Technical/Vocational College

**Visa Status**

Permission to work in Japan required

### Job Description

This role sits right between refunding and invoicing — you'll be processing financial forms, handling merchant invoices and making sure everything runs smoothly on time. You'll work closely with the Finance and Sale

**What You'll Be Doing**

- Review and verify sales amounts and customer data.

- Create and send accurate merchant invoices on time.
  - Resolve payment issues and discrepancies.
  - Drive process improvements and report on KPIs
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## Required Skills

### What We're Looking For

- 3+ years in invoicing, billing or accounts receivable.
- Hands-on and independent worker in a multinational setup.
- Strong Excel and invoicing system experience.
- Japanese fluency with business English communication skills.

Still Reading? Here is the Good Part

- Good compensation with a fixed bonus.
- Great team environment with real support around you.
- Work with overseas teams and sharpen your English along the way.
- Plenty of room to grow within the role.

Keywords: Accounts Receivable (AR), Invoice, Billing, Accounting, Administrative, Back-office, Support role

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## Company Description