



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

June 12th, 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

Company Description