

Payroll Specialist for Human Resources／大学での人事・給与担当 [独占求人](#)

Working at American University in Japan

募集職種

採用企業名

テンプル大学ジャパンキャンパス

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

1518997

部署名

Human Resources

業種

教育・学校

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

給与

450万円～経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

9:00-17:30 Monday through Friday (37.5 hours per week)

休日・休暇

Weekends, Public Holidays, approx. 2 weeks over New Year

更新日

2025年04月25日 12:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**Overview of Position**

TUJ seeks a motivated, organized and detail-oriented Payroll Specialist. The main focus of the post-holder is to work closely with the Payroll Manager for payroll processes - collecting data, creating payment files, generating reports for the accounting office, and assisting with other payroll-related legal/benefit processing and documentation. This position also includes employee onboarding and offboarding procedures.

Primary Responsibilities

- Collect, review, and maintain data for salary and benefit payments
- Create monthly payment files for the Payroll Manager's review and set bank transfers
- Data entry and personal information updates for employees
- Maintain employees' attendance and overtime records
- Create a monthly salary report for the Payroll Manager's approval
- Manage e-pay slip system, including employee data updates
- Process social insurance enrollments and changes
- Assist with onboarding and offboarding orientations and processes
- Update staff list based on each month's payments
- Organize year-end-tax adjustment
- Assist with other HR administrative work as requested

Salary & Benefits

Commensurate with experience. Hybrid-remote flexibility after initial training period available.

Eleven (11) days paid vacation in the first fiscal year (July-June) increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, an approximately two-week company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

APPLICATION PROCESS

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/29?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or curriculum vitae, and
3. two references and their contact information

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, or any characteristic protected by law.

スキル・資格**Qualifications & Experience**

- At least 3 years of payroll experience and knowledge
- Native-level Japanese ability with excellent verbal and written English skills
- Excellent PC skills with an emphasis on Excel
- Work experience in an international environment or/and study abroad experience
- Accuracy and attention to detail
- Excellent time-management and organizational skills demonstrating an ability to work to deadlines

- Ability to multi-task effectively
- Strong interpersonal skills and a team player

Preferred Qualifications & Experience

- Nissho Boki 3rd grade or equivalent experience
- Working knowledge of HRIS
- Work experience in educational institutions

会社説明